



Terms of Reference:

Appointment of a Service Provider to supply and manage the distribution of cell phones and monthly data

REFERENCE: GLO02REQ03102

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Application deadline: 18 November 2021 (08h00am)

AFSA reserves the right to amend this document or to cancel this call, for any reason

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7. APPROVAL ERROR! BOOKMARK NOT DEFINED.

Abbreviations

AFSA	AIDS Foundation of South Africa
AGYW	Adolescent Girls and Young Women
AIDS	Acquired Immune Deficiency Syndrome
ART	Anti-Retroviral Therapy
CRS	Community Systems and Responses
GBV	Gender Based Violence
GF	The Global Fund
HIV	Human Immunodeficiency Virus
HR	Human Rights
HRWG	Human Rights Working Group
KVP	Key and Vulnerable Population(s)
LEA	Law Enforcement Agents
LGBTQIA+	Lesbian, Gay, Bisexual, Trans, Queer, Intersex, Asexual, + all people who have non-normative gender identity or sexual orientation
M&E	Monitoring and Evaluation
NDoH	National Department of Health
NSP	National Strategic Plan
QA	Quality Assurance
SR	Sub-Recipient
SSR	Sub-sub-recipient
STIs	Sexually Transmitted Infections
TB	Tuberculosis
TCC	Thuthuzela Care Centre

1. Introduction and Background

The AIDS Foundation of South Africa (AFSA) is a Durban-based NGO that acts as an interface between Donors and Community Based Organisations (CBO's). AFSA is one of four Principal Recipients (PRs) currently implementing Global Fund (GF) supported programmes in South Africa for the April 2019 to March 2022 grant period. By placing donor funds with strategically selected CBO's, AFSA currently provides ongoing, technical support & capacity building to CBO's implementing programmes across 25 districts in eight of the nine provinces in South Africa.

Amongst these programmes is the Adolescent Girls and Young Women Programme (AGYW), Men's HIV prevention programme (MSP), Programme to reduce human rights-related barriers to Human Immunodeficiency Virus (HIV) services, also known as the Human Rights Programme, Gender-based programme (Thuthuzela care centres), Advocacy Programme, Community based /led monitoring and Community Response Systems (CRS) Programme.

The Adolescent Girls and Young Women Program provides a tailored combination prevention package aimed to effect risk reduction, behaviour change, and empowerment for AGYW aged 15 to 24 years to make healthy choices. It becomes difficult to support AGYW when there is a barrier to communicate effectively with them

It is upon this background that AFSA seeks to appoint a service provide who will supply cell phones and monthly data packages to AGYW.

2. Specifications

2.1. Cell phone

Participants who receive the cell phones under the AGYW Programme must be able to access the following functions.

1. “WhatsApp” application
2. Internet access
3. social media- Facebook...

2.2 Added functions up to 31 March 2021

1. 100MB of data loaded daily
2. “Whats app” data package, monthly
3. Access restriction of certain internet sites
4. Bundle SMS (custom made by AFSA) to the 4000 cell phones twice a week
5. Basic monthly report on cell phone usage (summary of all cell phones)
 - Apparatus usage frequency
 - Visited internet sites frequency

Service providers may submit quotes for more than 1 cell phone type, if it has the minimum requirements. Services providers must indicate the delivery period from the time the order is placed to the time delivery is made.

Alternatively, if suppliers have cell phones which meet the minimum specifications listed in Table 1 below, suppliers can include them in the quote but must include detailed specifications.

Table 1: Quantities of items required

Description	Quantity
Minimum specification Android phone, 4G, 5.7" Display, 5MP Front Camera, 5 MP Back Camera, 1GB RAM, 1GB ROM, 2450mAH Battery, and a 1.4GHz Quad-Core Processor.	4000

3. Required Documents

IMPORTANT: Documents listed in the table below must be submitted as one pdf file and, in the order, shown. Insert a blank page, with appropriate label & mark it “**NOT SUBMITTED**” to indicate documents not submitted. AFSA will not be responsible for documents misplaced during file transmission -if this step is not adhered to.

Table 2: List of required Documents

DOCUMENT NUMBER	DESCRIPTION. REFERENCE: xxxx
*DOC-01	Motivation /cover letter attached to Company Profile
*DOC-02	A declaration confirming the absence of any conflict of interest; or alternatively a declaration stating any existing relationship with AFSA employees or Directors. Use document provided on page 9.
*DOC-03	Sole Proprietor: Certified copy of identity document (If non-South African: attach work permit). Company: Company or trading entity registration certificate.
*DOC-04	A valid tax clearance certificate issued by the South African Revenue Service (SARS).
DOC-05	VAT vendor registration -recommended. Applicable to companies.
DOC-06	Two examples of relevant recent (last 5 years) work.
*DOC-07	B-BBEE status level verification certificate (unless trading below the prescribed Threshold, Level 4 and above) -attach affidavit. Applicable to companies.
*DOC-08	Detailed Quotation

Documents marked with asterisk are mandatory. Applications missing these documents will be disqualified. Documents are valid only if obtained /certified within 3months of closing date. Only short-listed candidates will be contacted.

4. Evaluation and Technical Criteria- Stages

Stage 1: Administrative compliance: Applications with missing mandatory documents will be disqualified.

Stage 2: Experience, motivation letter, and supporting documents will be assessed and scored accordingly. Minimum score of 60% is required to move to next stage.

Stage 3: Costing: Proposals will be scored, with cheapest scoring maximum score. If B-BBEE score was required and submitted, it will be factored (80/20 rule) into final cost assessment. AFSA is not obliged to select a service provider based on the cheapest quotation.

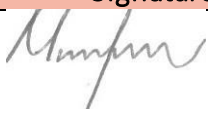


Table 3: Technical evaluation criterion

ELEMENT	Maximum Score
Submission compliant with documents listed in Table 2, listed above. Submitted documents as 1 pdf file. Documents clearly labelled. Clearly marked placeholders for documents not submitted.	10
Detailed Quotation submitted: Clear, detailed, demonstrates understanding of required services	10
Ability to provide cell phones and services	10
Two examples of relevant recent work	10
Delivery period indicated from the time the order is placed to the time delivery is complete	10
Total (80% technical score and 20% price score)	100

5. Application Process

- Suitably qualified service providers are required to submit an application to quotes@aims.org.za with this reference: “**GLO02REQ03102**” on the subject line, by **18 November 2021 @ 08h00**.
- All enquiries are to be submitted in writing *only* to NazreenaAli@aims.org.za, with subject line clearly marked “**GLO02REQ03102**”. *Responses (Q&A) will be posted on AFSA website 4 days before the closing date.*
- *If you are not contacted with 45 days of closing date, please consider your submission unsuccessful.*

6. Specification Approval Committee

Name	Designation	Signature	Date
Jeremie Nyamangyoku	ICT Officer		17 Sep. 21
Nosihle Mokoena	AGYW Acting Manager		16 Sep. 21
Nazreena Ali	Logistics and Admin Officer		16 Sep. 21

DOC 02

DECLARATION OF INTEREST FORM

Please respond to the following questions, by placing an “X” on your response.

If you require additional space to complete a response, please continue your response on a separate page and sign and date that page.

1) Do you or any of your immediate family members have any financial interest in the work of the AIDS Foundation of South Africa?

Yes: _____ No: _____

If you have responded “yes”, please give details in the box below sufficient for AFSA to evaluate the situation, including, but not limited to, the following:

- If the financial interest relates to a role held at an organization, please list the name of the organization, the role held at the organization (such as employee, consultant, or board member), the work performed in the role, and the dates during which the role was held.
- If the financial interest relates to an ownership interest, please describe the nature and amount of the interest owned, the duration for which the interest has been held, and any other relevant information.

2) Have you or an immediate family member had a professional relationship with an organization subject to a diagnostic review, audit, investigation, or similar activity by AFSA, or been personally subject to an investigation by AFSA? Has there ever been an investigation by any other authority against you, your immediate family members, or an organization to which you have a professional relationship?

Yes: _____ No: _____

If you have responded “yes”, please describe relevant information in the box below, including, as applicable:

- The organization involved.
- The role and title held (such as employee, consultant, or Board member), whether the role was held by you or by an immediate family member, and the dates when the role was held.
- The work performed, and whether the role involved working on, managing, or overseeing matters involving AFSA.
- The investigating authority
- The focus of the investigation or other action
- The outcome or resolution of the investigation or other action (such as findings of fraud or misuse of funds).

3) Have you or any of your immediate family members been involved in a legal dispute with AFSA or its grant recipients, or are you currently involved in any other legal dispute that could have a real or perceived effect on your duties at AFSA?

Yes: ____ No: ____

If you have responded “yes”, please give details in the box below on the nature of the dispute, the parties involved, and, as applicable, the status of the dispute or how and when the dispute was resolved.

Note: This question is intended to only address legal disputes that could have a real or perceived effect on your ability to work with the best interests of AFSA in mind. Therefore, any legal issues you may have experienced relating to your gender, sexual orientation, political beliefs, disease status, activities as a sex worker or drug user, or activities associated with advocacy for social, political or human rights issues do not need to be disclosed here. For the legal disputes disclosed here, you may provide any background you deem relevant.

4) Do you or any of your immediate family members or business associates have any relations with AFSA Sub-recipients, Donors, Partners, Suppliers or Contractors?

Yes: _____ No: _____

If you have responded “yes”, please give details in the box below sufficient for AFSA to evaluate the situation:

5) Do you or any of your immediate family members or business associates have any relations with AFSA?

Yes: _____ No: _____

If you have responded “yes”, please give details in the box below sufficient for AFSA to evaluate the situation:

6) Is there anything else not captured in the questions above that could affect your objectivity or independence in the performance of your duties for AFSA, or in your opinion, the perception by others of your objectivity and independence?

Yes: ____ No: ____

If you have responded "yes", please give details in the box below sufficient for AFSA to evaluate the situation.

In signing this Form, I, the undersigned, _____ hereby confirm:

- i. That the information which I disclose in this Declaration of Interest Form is correct and complete.
- ii. That in the event of a material change to the information provided, I shall advise the AFSA Chairperson and/or CEO immediately of the situation consisting of a conflict of interest or that which could give rise to a conflict of interest and undertake to update the information in this Declaration Form in the event of these circumstances and, in any event, at least annually.
- iii. That I have not made, and will not make, any offer of any type whatsoever from which a personal advantage can be derived from my involvement or employment with AFSA.
- iv. That I understand that AFSA reserves the right to verify this information and that I am aware of the consequences which may derive from any false declaration in respect of the information required by AFSA

Signature:

Date:

Name (please print):

Title (please print):
