



Terms of Reference

Appointment of a Service Provider to Supply Branded Incentives and Health Packs

REFERENCE: GLO03REQ08146 BABY PACKS

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Application deadline: 30 May 2023 (12:00)

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

Note: Please direct any queries to procurement@aims.org.za

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Abbreviations

AFSA	AIDS Foundation of South Africa
CBO	Community Based Organisation
GBV	Gender Based Violence
GF	Global Fund
HIV	Human Immunodeficiency Virus
PR	Principal Recipient
SWP	Sex Work Programme

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) working in the HIV/AIDS sector, by placing donor funds with strategically selected CBOs in South Africa, and providing them with ongoing, technical support & capacity building. The South Africa Global Fund Country Coordinating Mechanism (GF CCM) is responsible for leading the implementation of HIV and TB programmes funded by the Global Fund to Fight AIDS, TB and Malaria (GF) in the country.

The GF CCM has selected the AIDS Foundation of South Africa (AFSA) to be appointed by the GF as one of the four Principal Recipients (PRs) that will implement programmes funded by the grant, during Apr 2022 – Mar 2025. Serving as a grant manager, the PR coordinates grants' execution through sub-recipients (SRs), service providers and consultants as the main implementers of the GF programmes. AFSA's programmes under the current Global Fund grant are implemented in 20 districts, across all nine South Africa's provinces. Four core programmes are assigned to AFSA:

- 1) Adolescents and Young People (AYP) programme
- 2) Sex Workers programme
- 3) Human Rights & Advocacy Programme
- 4) Community Systems Strengthening Programme

The Sex Worker Programme offers beneficiaries a comprehensive package of social, structural, and biomedical services (aligned to the National Sex Worker Plan 2019-2022) will be offered to male, female, and transgender sex workers at fixed and mobile sites, aiming for 95% saturation in 16 non-PEPFAR districts. The programme aims to reach and provide services of 45,584 sex workers.

It is upon this background that AFSA seeks to appoint a service provider who will procure, brand, package, and deliver dignity packs.

2. The Sex Worker Programme

The SWP package of services available to beneficiaries consists of the following.

2.1. Core Package & Layers

2.1.1. Core Package

The minimum (core) package for sex workers is comprised of a risk assessment, peer education (HIV-negative sex workers) and peer navigation (HIV-positive sex workers), offer of male and female condoms and lubricants, offer of HIV testing services, TB and STI screening, risk reduction counselling, social mobilization, offer of psychosocial support (to beneficiaries and to interventionist staff – new addition), PrEP demand creation (HIV-negative sex workers) and GBV screening and awareness (based on WHO LIVES). Then, layers are added based on the risk assessment.

2.1.2. Layers

- Biomedical: HIVSS, pregnancy testing, annual pap smear, cervical cancer awareness, screening, and referrals (new addition in this funding request), emergency contraception, PrEP, PEP, ART initiation or linkage, viral load monitoring, PMTCT, termination of pregnancy, PPT for STIs, TPT, TB treatment, Hep B screening and immunization, mental health services, hormone therapy (for trans sex workers) and rectal care (for male and trans sex workers).
- Behavioural: PrEP use support, peer-led adherence support, parenting support, harm reduction (for sex workers who use drugs), substance use support.
- Structural: Community empowerment, dignity packs, gender-transformative condom negotiation, economic empowerment, reporting human rights violations, sensitizing healthcare workers and HTA, legal services, post-violence care, interventions for young people who sell sex, HIV service uptake for clients and partners, referrals to Sisonke.
- The programme aims to enhance the tailoring of packages for transgender sex workers, male sex workers, young sex workers, and sex workers who are parents. Outreach will be led by 288 peer educators/navigators (ratio of 1 peer educator to 150 sex workers), 32 of whom are young sex workers, 32 of whom are peer mothers, and 48 of whom are

specially trained linkage officers who will link sex workers to services. The proportion of male and transgender peer educators will be determined based on the demographics of the specific site.

2.2. Children of Sex Workers

The programme will continue to prioritize special programming aimed at children of sex workers. Support groups for sex workers who are parents will be established to share information on perinatal health (including mental health), SRHR, child health, child development, and parenting skills.

The “Mothers 4 the Future” four-week curriculum will be updated and modified. A cohort of specialized peer educators shall be trained to conduct outreach work to sex workers who are pregnant or have children. Family health days for sex workers’ children will be hosted to conduct health checks, vaccinations, nutritional assessment and support, and school readiness assessment.

Provision has been made for SRs to employ social workers (1 per site), and auxiliary social workers (2 per site) to assist sex workers in obtaining childcare grants, birth certificates, nutritional support, and other social protection and to provide legal and social support for sex workers on matters relating to child custody. As appropriate, linkages will be made to the Global Fund AGYW programme, DREAMS, DBE’s Learner Support Agent programme, and other OVC programming

3. Scope of work

AFSA is looking for a suitable service provider to provide baby packs to the programme. The work will cover all 16 SWP programme where AFSA is implementing the programme. Table 1 below outlines specification for the project:

Table 1: List of branded incentive pack items and delivery addresses

ITEM	DESCRTIPTION	QUANTITY	DELIVERY ADDRESS
Baby Bag	<ul style="list-style-type: none"> • Face cloth • Unscented Aquas Cream 250ml • Baby bowl / container and spoon • Baby bag • Sunlight Regular Laundry Bar 500g • Diapers 1 pack of 56 • Vaseline 500g • Wipes (1 pack 288 wipes) • Washing powder 2kg 	960 960 960 960 960 960 960 960 960	2 nd Floor, Clifton Place, 19 Hurst Groove, Musgrave, Durban, 4062
PACKAGING INSTRUCTIONS Each pack must contain the following; <ul style="list-style-type: none"> • Face cloth • Unscented Aquas Cream 250ml • Baby bowl / container and spoon • Baby bag • Sunlight Regular Laundry Bar 500g • Diapers 1 pack of 56 • Vaseline 500g • Wipes (1 pack 288 wipes) • Washing powder 2kg 			

All items must be delivered within 20 days of receiving the Purchase order

Table 2: List of baby pack essential items and delivery addresses

ITEM	DESCRTIPTION	QUANTITY	DELIVERY ADDRESS
Face Cloth	<ul style="list-style-type: none"> • 30cm x 30 cm • Made from 100% cotton • Must be machine washable 	960	2 nd Floor, Clifton Place, 19 Hurst Groove, Musgrave, Durban, 4062
Unscented Aquas Cream	<ul style="list-style-type: none"> • Aqueous Lotion 250g, moisturizing Cream and Cleansing Lotion 	960	

Baby bowl / container and spoon	<ul style="list-style-type: none"> • Weaning Bowl with Spoon has a clip-on lid and flip-up spoon cover • polypropylene, silicone rubber 	960	
Baby bag	<ul style="list-style-type: none"> • Diaper bag or nappy bag • Material used should not lose elasticity and fade. 	960	
Sunlight Regular bar soap	<ul style="list-style-type: none"> • Sunlight Regular Laundry Bar 500g 	960	
Diapers	<ul style="list-style-type: none"> • 1 pack of 56 X320 small • X320 medium • X320 Large 	960	Must come in different sizes (small, medium, and large)
Vaseline	<ul style="list-style-type: none"> • Unscented Vaseline 500g 	960	
Wet Wipes	<ul style="list-style-type: none"> • Unscented wet wipes • 1 pack of 288 wipes 	960	
Washing powder 2kg	<ul style="list-style-type: none"> • 2kg 	960	

PACKAGING INSTRUCTIONS

Each pack must contain the following;

- Face cloth
- Unscented Aquas Cream
- Baby bowl / container and spoon
- Baby bag
- Sunlight Regular Laundry Bar 500g
- Diapers 1 pack of 56
- Vaseline 500g
- Wipes (1 pack 288 wipes)
- Washing powder 2kg

All items must be delivered within 20 days of receiving the Purchase order

4. 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
*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 -Compulsory.
*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. Please see pricing tool on page 19 of this document
*DOC-09	Signed undertaking

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.

5. 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
Demonstrable organizational maturity and stability shown by organization’s age. NB This is the operational entity delivering on these terms of reference. Proposal submitted –clear, detailed, demonstrate understanding of assignment	20
Demonstrable experience with supply and delivery of quality products per specification, including showing value add with evidence to support the response	10
Demonstrable experience with supply and delivery of health packs or similar packs and branded corporate products	25
Demonstrated relationship with a courier company to support the delivery plan to all sites. Highly developed written and communication skills (sample submitted)	25
Rates proposed: clear, justifiable, and competitive	20
Total (80% technical score and 20% price score)	100

6. Application Process

- Suitably qualified service providers are required to submit an application to quotes@aidso.org.za with this reference: **“GLO03REQ08146 BABY PACKS”** on the subject line, by 30 May 2023 @ 12h00.
- All enquiries are to be submitted in writing *only* to procurement@aidso.org.za, with subject line clearly marked **“GLO03REQ08146 BABY PACKS”**.
- *If you are not contacted with 45 days of closing date, please consider your submission unsuccessful.*



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):



DOC 08

PRICING TOOL

ITEM	UNIT PRICE EXCLUDING VAT	QUANTITY	TOTAL EXCLUDING VAT
Face cloth		960	
Unscented Aquas Cream 250ml		960	
Baby bowl / container and spoon		960	
Baby bag		960	
Sunlight Regular Laundry Bar 500g		960	
Diapers 1 pack of 56		960	
Vaseline 500g		960	
Wipes (1 pack 288 wipes)		960	
Washing powder 2kg		960	
TOTAL			R

DOC 09: Signed undertaking

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

- 1) This tender may be awarded to one or more successful bidders.
- 2) AFSA reserves its right to:
 - a. Cancel this bid, at any time, for any reason,
 - b. Modify specifications before contract is awarded,
 - c. Terminate services /contract due to poor performance:
 - i. Failure to deliver goods within agreed timelines
 - ii. Goods delivered are of poor quality.
- 3) AFSA may not be held responsible for costs associated with the application process.
- 4) Submission /bidding implies full understanding and acceptance of contents of the terms of reference, requirements, and stipulated performance conditions.
- 5) I also confirm the company is a going concern.
- 6) The information which I provided in this application process is correct and complete.
- 7) In the event of a material change to the information provided, I shall advise the AFSA CEO immediately of the change and in writing.
- 8) I understand that AFSA reserves the right to verify information I provided and that I am aware of the consequences which may derive from any false declaration in respect of the information required by AFSA. Such consequences may include reporting a crime to law enforcement agencies and /or disqualification from the bidding process.

Name (print):

Title (print):

Designation /position

Signature:

Date: