



## Terms of Reference

Appointment of Service Provider for the Supply and Delivery of Dignity and Health Packs

### REFERENCE: DIGNITY AND HEALTH PACKS

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Reference: **Dignity and health packs**

Application deadline: **31 May 2023**

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

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**Note:** If you have any queries or comments, kindly forward them to [procurement@aims.org.za](mailto:procurement@aims.org.za)

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## Abbreviations

AFSA	AIDS Foundation of South Africa
AIDS	Acquired Immune Deficiency Syndrome
ART	Anti-Retroviral Therapy
AYP	Adolescents & Young People
CBO	Community Based Organisation
CSS	Community Strengthening Systems
GF	The Global Fund
HIV	Human Immunodeficiency Virus
HR	Human Rights
MSP	Men's HIV prevention programme
NDoH	National Department of Health
NGO	Non-Governmental Organisation
NSP	National Strategic Plan
PR	Primary Recipient
SR	Sub-Recipient
Q4	Quarter 4- January 2023 to March 2023
Q5	Quarter 5- April 2023 to June 2023
Q6	Quarter 6- July 2023 to September 2023
Q7	Quarter 7- October 2023 to December 2023
Q8	Quarter 8- January 2024 to March 2024

## 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 22 districts in eight of the nine provinces in South Africa.

Amongst these programmes is the Adolescents & Young People Programme (AYP), 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 Strengthening Systems (CSS) Programme.

AFSA is responsible for providing technical support on procurement of health products by SRs and is also responsible to procure and supply health products to these different SRs in order to support these organizations in the fight against HIV/Aids and other conditions.

It is upon this background that AFSA seeks to appoint a reputable service provider that will provide dignity packs to its SRs for the AYP and SWP programmes based across the country. The dignity and health packs are issued to pre-identified deserving clients within our sub-recipients in order to restore and maintain their health & dignity.

## 2. Product Specifications

The following tables provide product descriptions and packaging instructions for health packs for the designated AYP & SWP Programmes

*Table 1: AYP Product and packaging specifications for Dignity Packs*

PRODUCT	SPECIFICATIONS
Sanitiser	<ul style="list-style-type: none"> <li>• 50ml, 70% alcohol-based sanitiser</li> <li>• Material: Plastic with mist spray and cap</li> </ul>
IEC Material	<ul style="list-style-type: none"> <li>• IEC Material will be couriered to successful service provider to be packaged.</li> </ul>
Sanitary pads	<ul style="list-style-type: none"> <li>• Pack of 10</li> <li>• Brand options: Lillies, Kotex, Stayfree</li> <li>• Regular sized (length: 180mm to 220mm and width: 60mm-100mm), winged pads</li> <li>• Size and absorbent capacity must be suitable for normal flow.</li> <li>• Primary package shall be a plastic type with good seal integrity to protect the item from moisture and contamination during storage and transportation. The instructions of use to be supplied as an insert in or on the primary packaging.</li> </ul>
Draw string bags	<ul style="list-style-type: none"> <li>• Material: Nylon</li> <li>• Dimensions: 35cm (w) x 43cm (h)</li> <li>• Colour: Black with AFSA's logo</li> </ul>
<p><b>Packaging Instructions:</b> items must be packaged in a draw string bag. 1 x draw string bag must contain: 1 x IEC Material, 1 x sanitiser, 1 x sanitary pads</p>	

*Table 2: AYP Product and packaging specifications for Health Packs*

PRODUCT	SPECIFICATIONS
Facecloths	<ul style="list-style-type: none"> <li>• 100% Cotton</li> <li>• Size: 30 cm x 30 cm</li> <li>• Colour: Any</li> </ul>
Toothbrush	<ul style="list-style-type: none"> <li>• Manual, individually packaged</li> <li>• Soft medium bristles with standard head</li> </ul>
Toothpaste	<ul style="list-style-type: none"> <li>• 100ml</li> </ul>

	<ul style="list-style-type: none"> <li>• Must contain calcium and fluoride</li> <li>• Brand Options: Aquafresh, Colgate, Close Up</li> </ul>
Soap Bar	<ul style="list-style-type: none"> <li>• 100g to 150g</li> <li>• Antibacterial bar soap</li> <li>• Brand options: Dettol, Lifebuoy, Savlon</li> </ul>
Roll on	<ul style="list-style-type: none"> <li>• 50ml</li> <li>• Brand Options (unisex): Dove, Mum, Shield</li> <li>• Antiperspirant roll on deodorant</li> </ul>
Body lotion	<ul style="list-style-type: none"> <li>• 400ml</li> <li>• Brand Options: Aqua, Ingrams, Reitzer</li> <li>• Non-fragranced, aqueous cream</li> </ul>
Comb	<ul style="list-style-type: none"> <li>• Single, plastic</li> <li>• Detangling comb</li> </ul>
Draw string bags	<ul style="list-style-type: none"> <li>• Material: Nylon</li> <li>• Dimensions: 35cm (w) x 43cm (h)</li> <li>• Colour: Black with AFSA's logo</li> </ul>
<p><b>Packaging Instructions:</b> items must be packaged in a draw string bag. 1 x draw string bag must contain: 1 x facecloth, 1 x toothbrush, 1 x toothpaste, 1 x bar soap, 1 x roll on, 1 x lotion, &amp; 1 x comb.</p>	

*Table 3: SWP Product and packaging specifications for Dignity Packs*

PRODUCT	SPECIFICATIONS
Wet wipes	<ul style="list-style-type: none"> <li>• 72'S</li> <li>• Hypoallergenic &amp; biodegradable</li> <li>• Free from dyes, sulphates, 0 % alcohol</li> <li>• Dermatological tested</li> <li>• pH balanced</li> </ul>
Sanitary pads	<ul style="list-style-type: none"> <li>• pack of 10</li> <li>• Brand option: Lillets, Kotex, Stayfree</li> <li>• Regular sized (length: 180mm to 220mm and width: 60mm-100mm), winged pads</li> <li>• Size and absorbent capacity must be suitable for normal flow.</li> </ul>

	<ul style="list-style-type: none"> <li>Primary package shall be a plastic type with good seal integrity to protect the item from moisture and contamination during storage and transportation. The instructions of use to be supplied as an insert in or on the primary packaging.</li> </ul>
Facecloths	<ul style="list-style-type: none"> <li>100% Cotton</li> <li>Size: 30 cm x 30 cm</li> <li>Colour: Any</li> </ul>
Toothbrush	<ul style="list-style-type: none"> <li>Manual, individually packaged</li> <li>Soft medium bristles with standard head</li> </ul>
Toothpaste	<ul style="list-style-type: none"> <li>100ml</li> <li>Must contain calcium and fluoride</li> <li>Brand Options: Aquafresh, Colgate, Close Up</li> </ul>
Soap Bar	<ul style="list-style-type: none"> <li>100g to 150g</li> <li>Antibacterial bar soap</li> <li>Brand options: Dettol, Lifebuoy, Savlon</li> </ul>
Roll on	<ul style="list-style-type: none"> <li>50ml</li> <li>Brand Options(female): Dove, Mum, Shield</li> <li>Antiperspirant roll on deodorant</li> </ul>
Body lotion	<ul style="list-style-type: none"> <li>400ml</li> <li>Brand Options: Aqua, Ingrams, Reitzer</li> <li>Non-fragranced, aqueous cream</li> </ul>
IEC Material	<ul style="list-style-type: none"> <li>IEC Material will be couriered to successful service provider to be packaged.</li> </ul>
Draw string bags	<ul style="list-style-type: none"> <li>Material: Nylon</li> <li>Dimensions: 35cm (w) x 43cm (h)</li> <li>Colour: Black with AFSA's logo</li> </ul>
<p><b>Packaging Instructions:</b> items must be packaged in a draw string bag. 1 x draw string bag must contain: 1 x wet wipe, 1 x sanitary pad, 1 x facecloth, 1 x toothpaste, 1 x toothbrush, 1 x soap bar, 1 x roll on, &amp; 1 x body lotion.</p>	

*Table 4: SWP Product and packaging specifications for Health Packs*

PRODUCT	SPECIFICATIONS
Wet wipes	<ul style="list-style-type: none"> <li>72'S</li> </ul>

	<ul style="list-style-type: none"> <li>• Hypoallergenic &amp; biodegradable</li> <li>• Free from dyes, sulphates, 0% alcohol</li> <li>• Dermatological tested</li> <li>• pH balanced</li> </ul>
Facecloths	<ul style="list-style-type: none"> <li>• 100% Cotton</li> <li>• Size: 30 cm x 30 cm</li> <li>• Colour: Any</li> </ul>
Toothbrush	<ul style="list-style-type: none"> <li>• Manual, individually packaged</li> <li>• Soft medium bristles with standard head</li> </ul>
Toothpaste	<ul style="list-style-type: none"> <li>• 100ml</li> <li>• Must contain calcium and fluoride</li> <li>• Brand Options: Aquafresh, Colgate, Close Up</li> </ul>
Soap Bar	<ul style="list-style-type: none"> <li>• 100g to 150g</li> <li>• Antibacterial bar soap</li> <li>• Brand options: Dettol, Lifebuoy, Savlon</li> </ul>
Roll on	<ul style="list-style-type: none"> <li>• 50ml</li> <li>• Brand Options (male): Dove, Mum, Shield</li> <li>• Antiperspirant roll on deodorant</li> </ul>
Body lotion	<ul style="list-style-type: none"> <li>• 400ml</li> <li>• Brand Options: Aqua, Ingrams, Reitzer</li> <li>• Non-fragranced aqueous cream</li> </ul>
IEC Material	<ul style="list-style-type: none"> <li>• IEC Material will be couriered to successful service provider to be packaged.</li> </ul>
Draw string bags	<ul style="list-style-type: none"> <li>• Material: Nylon</li> <li>• Dimensions: 35cm (w) x 43cm (h)</li> <li>• Colour: Black with AFSA's logo</li> </ul>
<p><b>Packaging Instructions:</b> items must be packaged in a draw string bag. 1 x draw string bag must contain: 1 x wet wipe, 1 x facecloth, 1 x toothpaste, 1 x toothbrush, 1 x soap bar, 1 x roll on, &amp; 1 x body lotion.</p>	

### 3. Quantification and Delivery Instructions

The following tables provides details on the quantification and delivery instructions for each programme per quarter.



*Table 5: Quantification and Delivery instructions for the AYP Program's Dignity Packs*

- The volumes below may be used quoting purposes even though they may change. AFSA cannot be held accountable if the successful Service Provider/s opt to procure and store the total quantities as per below as they may change. The actual volume intake will be communicated with the successful service provider.*

ORGANISATIONAL DETAILS		QUANTIFICATION AND DELIVERY SCHEDULE					
Organisation	Delivery Address	Q4	Q5	Q6	Q7	Q8	TOTAL
Centre for Communication Impact (CCI)	57A Brink Street, Rustenburg, 0309	6714	5455	10490	5875	5035	<b>33569</b>
EDI Training and Community Development (EDI)	Unit 8, Montego Park, Lira Link Road, Richards Bay Central, 3900	3981	3235	6221	3484	2986	<b>19907</b>
Highveld East AIDS Project Support (HEAPS)	Shop No. 4, 2152 Ghent Street, Evander, 2280	5116	4157	7994	4477	3837	<b>25581</b>
Institute of Health Programs & Systems (IHPS)	Office 10C, Sonmed Building, Sonpark Shopping Centre, Cnr Madiba Drive & Piet Retief Street, Nelspruit,	11739	9538	18341	10271	8804	<b>58693</b>
Isibani Development Partners (Isibani)	7 Addison Street, King Fisher Court, Empangeni, 3880	3981	3235	6221	3484	2986	<b>19907</b>
Lifeline Rustenburg (Lifeline RTB)	156 Klopper Street, Rustenburg, 0299	6714	5455	10490	5875	5035	<b>33569</b>

Lungelo Youth Development (LYD)	Mzingazi AgriVillage, Richards Bay, 3900	3981	3235	6221	3484	2986	<b>19907</b>
ORGANISATIONAL DETAILS		QUANTIFICATION AND DELIVERY SCHEDULE					
Organisation	Delivery Address	Q4	Q5	Q6	Q7	Q8	TOTAL
Mawela Community Development (Mawela)	147 Utrecht Street, Vryheid 3100	3992	3244	6238	3493	2994	<b>19962</b>
Media in Education Trust AFRICA (MIET)	151 Hoog Street, Office 6 Bloemel Centre, Vryheid 3100	3992	3244	6238	3493	2994	<b>19962</b>
Phumelela Educational Training Projects (CBO) (Phumelela)	3907 Umthungulu Street, Esikhawini H, Richards Bay, 3887	3981	3235	6221	3484	2986	<b>19907</b>
Project Support Association Southern Africa (PSASA)	25 Moses Kotane Street, Bethal, 2310	5116	4157	7994	4477	3837	<b>25581</b>
Seed of Hope (SOH)	31 UJ Peebles Road Peebles Farm, White River, 1240	11739	9538	18341	10271	8804	<b>58693</b>
Show Me Your Number (SMYN)	70 Mmilo Drive, Tlhabane West, Rustenburg, 0309	6714	5455	10490	5875	5035	<b>33569</b>

*Table 6: Quantification and Delivery instructions for the AYP Program's Health Packs*

ORGANISATIONAL DETAILS		QUANTIFICATION AND DELIVERY SCHEDULE					
Organisation	Delivery Address	Q4	Q5	Q6	Q7	Q8	TOTAL
Centre for Communication Impact (CCI)	57A Brink Street, Rustenburg, 0309	746	606	1166	653	559	<b>3730</b>
EDI Training and Community Development (EDI)	Unit 8, Montego Park, Lira Link Road, RichardsBay Central, 3900	442	359	691	387	332	<b>2212</b>
Highveld East AIDS Project Support (HEAPS)	Shop No. 4, 2152 Ghent Street, Evander, 2280	568	462	888	497	426	<b>2842</b>
Institute of Health Programs & Systems (IHPS)	Office 10C, Sonmed Building, Sonpark Shopping Centre, Cnr Madiba Drive & Piet Retief Street, Nelspruit,	1304	1060	2038	1141	978	<b>6521</b>
Isibani Development Partners (Isibani)	7 Addison Street, King Fisher Court, Empangeni, 3880	442	359	691	387	332	<b>2212</b>

Lifeline Rustenburg (Lifeline RTB)	156 Klopper Street, Rustenburg, 0299	746	606	1166	653	559	<b>3730</b>
ORGANISATIONAL DETAILS		QUANTIFICATION AND DELIVERY SCHEDULE					
Organisation	Delivery Address	Q4	Q5	Q6	Q7	Q8	TOTAL
Lungelo Youth Development (LYD)	Mzingazi AgriVillage, Richards Bay, 3900	442	359	691	387	332	<b>2212</b>
Mawela Community Development (Mawela)	147 Utrecht Street, Vryheid 3100	444	360	693	388	333	<b>2218</b>
Media in Education Trust AFRICA (MIET)	151 Hoog Street, Office 6 Bloemel Centre, Vryheid 3100	444	360	693	388	333	<b>2218</b>
Phumelela Educational Training Projects (CBO) (Phumelela)	3907 Umthungulu Street, Esikhawini H, Richards Bay, 3887	442	359	691	387	332	<b>2212</b>
Project Support Association Southern Africa (PSASA)	25 Moses Kotane Street, Bethal, 2310	568	462	888	497	426	<b>2842</b>
Seed of Hope (SOH)	31 UJ Peebles Road Peebles Farm, White River, 1240	1304	1060	2038	1141	978	<b>6521</b>
Show Me Your Number (SMYN)	70 Mmilo Drive, Tlhabane West, Rustenburg, 0309	746	606	1166	653	559	<b>3730</b>

*Table 7: Quantification and Delivery instructions for the SWP Program's Dignity Packs*

ORGANISATIONAL DETAILS		QUANTIFICATION AND DELIVERY SCHEDULE					
Organisation	Delivery Address	Q4	Q5	Q6	Q7	Q8	TOTAL
Agape Lerato Community Services (Agape)	Merriman Building, 4th floor, Rooms 410-414 9 Merriman Avenue, Vereeniging, 1939	5366	2718	5401	2718	2683	<b>18887</b>
Centre for Positive Care (CPC)	Building J38 Tom Street, Primindia, Brits, 0250	10173	5153	10239	5153	5086	<b>35803</b>
Centre for Positive Care (CPC)	98 Marshall Street, Polokwane Central, Polokwane, 0700	6852	3470	6896	3470	3426	<b>24115</b>
Centre for Positive Care (CPC)	19 Kruger Street Krugersdorp Central, Krugersdorp, 1739	4975	2520	5008	2520	2488	<b>17511</b>
Keiskamma Trust (Keiskamma)	189 Hamburg Main Road, Hamburg, Peddie, 5640	3701	1875	3725	1875	1851	<b>13027</b>
Hoedspruit Training Trust- Hlokomela (Hlokomela)	Richgate farm, Unifrutti, Hoedspruit, 1380	6212	3146	6252	3146	3106	<b>21864</b>

Guardian Angels care and Support Centre Organisation (Guardian Angels)	333 Stateway, Welkom Central, Welkom, 9460	5016	2541	5049	2541	2508	<b>17655</b>
ORGANISATIONAL DETAILS		QUANTIFICATION AND DELIVERY SCHEDULE					
Organisation	Delivery Address	Q4	Q5	Q6	Q7	Q8	TOTAL
Humana People to People South Africa (Humana)	118 Marone Street, Burgersfort, 1150	5635	2854	5671	2854	2817	<b>19831</b>
Humana People to People South Africa (Humana)	161 President Street, Vryheid, 3100	4405	2231	4434	2231	2203	<b>15503</b>
Lifeline Durban (Lifeline DBN)	38 Adrain Road, Windermere, Durban, 4001	3524	1785	3547	1785	1762	<b>12401</b>
Lifeline Northern Cape (Lifeline NC)	1 Lynch Road, Homestead, Kimberly, 8301	2306	1168	2321	1168	1153	<b>8118</b>
Lifeline Zululand (Lifeline ZLL)	14 Bauhinia Road, Empangeni, 3880	4142	2098	4169	2098	2071	<b>14578</b>
PE Rape Crisis Centre (PE RCC)	701 Govan Mbeki Street, North End, Gqeberha, 6001	5183	2625	5217	2625	2592	<b>18243</b>
Passionate Unlimited Peers in Action (PUPA)	496 Ladlokova Street, Tabankulu, 5130	4396	2227	4425	2227	2198	<b>15472</b>
Sex Workers Education & Advocacy Taskforce (SWEAT)	13 Webb Street, Southernwood,	3947	1999	3972	1999	1973	<b>13890</b>

	East London, 5213						
Tholwana E Molemo (TEM)	6 Theron Street, Bethlehem, 9700	5166	2616	5199	2616	2583	<b>18180</b>

*Table 8: Quantification and Delivery instructions for the SWP Program's Health Packs*

ORGANISATIONAL DETAILS		QUANTIFICATION AND DELIVERY SCHEDULE					
Organisation	Delivery Address	Q4	Q5	Q6	Q7	Q8	TOTAL
Agape Lerato Community Services (Agape)	Merriman Building, 4th floor, Rooms 410-414 9 Merriman Avenue, Vereeniging, 1939	596	302	600	302	298	<b>2099</b>
Centre for Positive Care (CPC)	Building J38 Tom Street, Primindia, Brits, 0250	1130	573	1138	573	565	<b>3978</b>
Centre for Positive Care (CPC)	98 Marshall Street, Polokwane Central, Polokwane, 0700	761	386	766	386	381	<b>2679</b>
Centre for Positive Care (CPC)	19 Kruger Street Krugersdorp Central, Krugersdorp, 1739	553	280	556	280	276	<b>1946</b>
Keiskamma Trust (Keiskamma)	189 Hamburg Main Road, Hamburg, Peddie, 5640	411	208	414	208	206	<b>1447</b>
Hoedspruit Training Trust- Hlokomela (Hlokomela)	Richgate farm, Unifrutti,	690	350	695	350	345	<b>2429</b>

	Hoedspruit, 1380						
Guardian Angels care and Support Centre Organisation (Guardian Angels)	333 Stateway, Welkom Central, Welkom, 9460	557	282	561	282	279	<b>1962</b>
<b>ORGANISATIONAL DETAILS</b>		<b>QUANTIFICATION AND DELIVERY SCHEDULE</b>					
<b>Organisation</b>	<b>Delivery Address</b>	<b>Q4</b>	<b>Q5</b>	<b>Q6</b>	<b>Q7</b>	<b>Q8</b>	<b>TOTAL</b>
Humana People to People South Africa (Humana)	118 Marone Street, Burgersfort, 1150	626	317	630	317	313	<b>2203</b>
Humana People to People South Africa (Humana)	161 President Street, Vryheid, 3100	489	248	493	248	245	<b>1723</b>
Lifeline Durban (Lifeline DBN)	38 Adrain Road, Windermere, Durban, 4001	392	198	394	198	196	<b>1378</b>
Lifeline Northern Cape (Lifeline NC)	1 Lynch Road, Homestead, Kimberly, 8301	256	130	258	130	128	<b>902</b>
Lifeline Zululand (Lifeline ZLL)	14 Bauhinia Road, Empangeni, 3880	460	233	463	233	230	<b>1620</b>
PE Rape Crisis Centre (PE RCC)	701 Govan Mbeki Street, North End, Gqeberha, 6001	576	292	580	292	288	<b>2027</b>
Passionate Unlimited Peers in Action (PUPA)	496 Ladlokova Street, Tabankulu, 5130	488	247	492	247	244	<b>1719</b>



Sex Workers Education & Advocacy Taskforce (SWEAT)	13 Webb Street, Southernwood, East London, 5213	439	222	441	222	219	<b>1543</b>
Tholwana E Molemo (TEM)	6 Theron Street, Bethlehem, 9700	574	291	578	291	287	<b>2020</b>

## 4. Required Documents

**IMPORTANT:** Document numbers 1 to 12 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.

DOCUMENT NUMBER	DESCRIPTION. REFERENCE:
*DOC-01	Motivation /cover letter, with full contact details: indicate reference number & position/s applying for. Attach this page onto the motivation letter.
*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. This document is available on page 19 of this document.
*DOC-03	Two – five-page proposal must include distribution information
*DOC-04	Sole Proprietor: Certified copy of identity document (If non-South African: attach work permit). Company: Company or trading entity registration certificate.
*DOC-05	Any certificates /recognition of achievements related to the advertised assignment
*DOC-06	A valid tax clearance certificate issued by the South African Revenue Service (SARS).
*DOC-07	VAT vendor registration -Mandatory.
*DOC-08	Table listing relevant current and completed assignments /projects, in the last 5 years.
*DOC-09	B-BBEE status level verification certificate (unless trading below the prescribed threshold) -attach affidavit. Applicable to companies.
*DOC-10	Costing: Proposed rate Use Tool provided on pages 27-28 of this document.

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

## 5. Evaluation Criteria- Stages

**Stage 1:** Administrative compliance: If some mandatory documents are missing, application may be disqualified.

**Stage 2:** Minimum qualifications: If minimum qualifications were not met, application will be unsuccessful, and no further evaluation will be conducted.

**Stage 3:** Technical qualifications /experience: proposal and supporting documents will be assessed and scored accordingly. Minimum score of 60% is required to move to next evaluation stage.

**Stage 4: 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. If it was not required, it will be excluded from this scoring. *AFSA is not obligated to prioritise costing over technical integrity of the applicant, and as such will not automatically select the lowest application.*

## 6. Technical Evaluation Criteria and score

ELEMENT	Maximum Score
Submission compliant with documents listed in the table above: Submitted documents as 1 pdf file. Documents clearly labelled. Clearly marked placeholders for documents not submitted.	20
Demonstrable experience with supply and delivery of quality products per specification, including showing value add with evidence to support the response	30
Delivery period indicated from the time the order is placed to the time delivery is complete over the indicated time periods	30
Detailed Quotation submitted: Clear, detailed, demonstrates understanding of required services	20
<b>Total (80% technical score and 20% price score)</b>	<b>100</b>

## 7. Application Process

- Suitably qualified service providers /consultants are required to submit an application to [quotes@aims.org.za](mailto:quotes@aims.org.za) with this reference: ***"Dignity and Health Packs"*** on the subject line, by **31 May 2023**
- All enquiries are to be submitted in writing *only* to [procurement@aims.org.za](mailto:procurement@aims.org.za), with subject line clearly marked **Dignity and Health 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.*

- **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.

- **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 12

### COSTING TOOL- AYP Programme: Dignity Packs

*\*Prices for items and deliveries must be locked for subsequent quarters\**

DESCRIPTION	QUANTITY Q4	QUANTITY Q5	QUANTITY Q6	QUANTITY Q7	QUANTITY Q8	TOTAL QUANTITY	UNIT COST	TOTAL
Sanitiser	77762	63181	121503	68042	58321	388809		
IEC Material	provided	provided	provided	provided	provided	provided		
Sanitary Pads	77762	63181	121503	68042	58321	388809		
Draw String Bags	77762	63181	121503	68042	58321	388809		
Delivery: All SRs	13	13	13	13	13	13		
Packaging/ Other (please specify)								
<b>TOTAL</b>								

### COSTING TOOL- AYP Programme: AYP Health Packs

*\*Prices for items and deliveries must be locked for subsequent quarters\**

DESCRIPTION	QUANTITY Q4	QUANTITY Q5	QUANTITY Q6	QUANTITY Q7	QUANTITY Q8	TOTAL QUANTITY	UNIT COST	TOTAL
Facecloths	8640	7020	13500	7560	6480	43201		
Toothbrush	8640	7020	13500	7560	6480	43201		
Toothpaste	8640	7020	13500	7560	6480	43201		
Soap Bar	8640	7020	13500	7560	6480	43201		
Roll on	8640	7020	13500	7560	6480	43201		
Body lotion	8640	7020	13500	7560	6480	43201		
Comb	8640	7020	13500	7560	6480	43201		
Sanitiser	8640	7020	13500	7560	6480	43201		
Draw String Bags	8640	7020	13500	7560	6480	43201		
Delivery: All SRs	13	13	13	13	13	13		
Packaging/ Other (please specify)								
<b>TOTAL</b>								

### COSTING TOOL- SWP Programme: Dignity Packs

*\*Prices for items and deliveries must be locked for subsequent quarters\**

DESCRIPTION	QUANTITY Q4	QUANTITY Q5	QUANTITY Q6	QUANTITY Q7	QUANTITY Q8	TOTAL QUANTITY	UNIT COST	TOTAL
Wet wipes	81000	41026	81526	41026	40500	285077		
Sanitary pads	81000	41026	81526	41026	40500	285077		
Facecloths	81000	41026	81526	41026	40500	285077		
Toothbrush	81000	41026	81526	41026	40500	285077		
Toothpaste	81000	41026	81526	41026	40500	285077		
Soap Bar	81000	41026	81526	41026	40500	285077		
Roll on	81000	41026	81526	41026	40500	285077		
Body Lotion	81000	41026	81526	41026	40500	285077		
IEC Material	provided	provided	provided	provided	provided	provided		
Draw String Bags	81000	41026	81526	41026	40500	285077		
Delivery: All SRs	16	16	16	16	16	16		
Packaging/ Other (please specify)								
<b>TOTAL</b>								

### COSTING TOOL- SWP Programme: Health Packs

*\*Prices for items and deliveries must be locked for subsequent quarters\**

DESCRIPTION	QUANTITY Q4	QUANTITY Q5	QUANTITY Q6	QUANTITY Q7	QUANTITY Q8	TOTAL QUANTITY	UNIT COST	TOTAL
Wet wipes	9000	4558	9058	4558	4500	31675		
Facecloths	9000	4558	9058	4558	4500	31675		
Toothbrush	9000	4558	9058	4558	4500	31675		
Toothpaste	9000	4558	9058	4558	4500	31675		
Soap Bar	9000	4558	9058	4558	4500	31675		
Roll on	9000	4558	9058	4558	4500	31675		
Body Lotion	9000	4558	9058	4558	4500	31675		
IEC Material	provided	provided	provided	provided	provided	provided		
Draw String Bags	9000	4558	9058	4558	4500	31675		
Delivery: All SRs	16	16	16	16	16	16		
Packaging/ Other (please specify)								
<b>TOTAL</b>								