



## REQUEST FOR QUOTATIONS

### Appointment of a Service Provider to Edit Sex Worker Program Standard Operating Procedures (SOPs) Documents

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Reference: GLO03REQ11095 Appointment of Service Provider to Edit Sex  
Worker Program Standard Operating Procedures (SOPs)

Application deadline: **29 May 2024 (12h00)**

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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: Please direct any queries to [quotes@aims.org.za](mailto:quotes@aims.org.za)

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## Abbreviations

AFSA	AIDS Foundation of South Africa
AGYW	Adolescent Girls and Young Women
CBO	Community Based Organisation
CRS	Community Systems and Responses
GBV	Gender Based Violence
GF	Global Fund
GLO	Grow, Learn, & Own
HIV	Human Immunodeficiency Virus
MSP	Men's Sexual Health
NEET	Not in Education, Employment, or Training
PR	Primary Recipient
TCC	Thuthuzela Care Centre
SW	Sex Work

## **1. SCOPE OF WORK FOR THE CONSULTANCY**

### **1.1 The purpose of this assignment is to provide professional expertise in proof reading and editing:**

- Review, edit and proof-read the SOPs for the Sex Worker Program
- Edit and finalise draft to ensure grammatical accuracy, factual accuracy, consistent and logical formatting, coherence etc.
- Ensure that all content is free of spelling mistakes, and professionally and logically presented; remove redundant content.
- Review, verify and edit to ensure use of gender and culturally sensitive language throughout the documents.
- The editing process might also entail substantive redrafting and synthesizing of parts of the existing text to make the document more readable and understandable to non-expert audiences. For this task, the consultant is expected to consult the SWP team to ensure validity of statements.

### **1.2 Duration of Assignment**

The duration of the assignment will be 14 days (2 Weeks) . The Consultant is expected to give this assignment 100% time with no break in between to meet the tight deadlines.

### **1.3 Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):**

Submission of electronic copies of documents and content created on an ongoing basis as completed. All materials to be submitted electronically by end of contract, including uncompleted items.

### **1.4 Deliverables, remuneration and institutional arrangements**

The consultant should provide consultancy rates which will be applied for the duration of this consultancy.

- No Travel or logistics necessary for this activity.
- Consultant is expected to provide their own work tools (laptop, cell phone, airtime /data, and other basic work tools related to the consultancy).
- Payment will be based on review and acceptance of the completed deliverables presented with required contractor paperwork /supporting documents.
- The consultant will work under the supervision of an SWP Specialist and will also interact with project staff and stakeholders in various districts.
- Important: project /assignment will be considered successfully completed after submission and approval of final product /deliverable /milestone. If several revisions are required to produce acceptable quality, costs of these revisions are to be borne by the service provider /consultant.
- Before any work can start, AFSA will issue a contract and purchase order. Before each activity /assignment starts, AFSA will request a quotation, and confirm assignment by

issuing a written confirmation /acceptance of quotation before the assignment is undertaken. Failure to comply to this requirement invalidates any claims made against the contract.

## 2. Minimum academic qualifications and experience required.

- Tertiary Qualification required –minimum of a university degree or 3-year diploma.

(e.g. Bachelor's degree in journalism, Mass Communications, Literature and English Language or related field)

### **Competencies:**

- Fluency in English is a must.
- Solid editorial skills with demonstrated ability for logical and analytical writing and editing
- Experience with editing and proofreading documents desirable.
- Ability to work in a fast-paced environment and produce quality work in a short time, within deadlines and under pressure.
- Ability to work independently.

### **Experience:**

- At least 5 years' experience in print media or editorial related work.
- Demonstrated ability to write, edit or proof read reports for various audiences with portfolio that includes donor reports and other documents.

### **Other important criteria to be assessed.**

- Sound communication, writing and editing skills
- Experience, with evidence of doing similar work, documents review, writing.
- Ability to analyse, format and design documents (professional layout).

### 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
DOC-01	<i>Motivation /cover letter, with full contact details: indicate reference number. Attach this page onto the motivation letter.</i>
DOC-02	A declaration confirming the absence of any conflict of interest; or alternatively declaration stating any existing relationship with AFSA employees or Directors. Use document provided on page 9.
DOC-03	Two – three-page proposal
DOC-04	CV, including 2-3 contactable references.
*DOC-05	Company or trading entity registration certificate.
DOC 06	Qualification documents (Degree certificates etc.).
*DOC-07	A valid tax clearance certificate issued by the South African Revenue Service (SARS)
DOC-08	VAT vendor registration -recommended.
DOC-09	List in a table relevant recent work (last 5 years)
DOC-10	Two examples of relevant recent written work (last 5 years): report/ proposal /article /etc.
*DOC-11	B-BBEE status level verification certificate (unless trading below the prescribed Threshold) -attach affidavit.
DOC-12	Detailed Quotation. Proposed rate per hour Please see pricing tool on page 23 of the tender document
*DOC-13	Signed undertaking

**\*Documents marked with asterisk\* are mandatory. Applications missing these documents will be disqualified. Documents are valid only if obtained /certified within 6months 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:** Qualifications and experience: applicants must meet minimum qualifications /experience to be considered for the next stage of evaluation.

**Stage 3:** Experience, motivation letter, and supporting documents will be assessed and scored accordingly. Minimum score of 60% is required to move to next stage.

**Stage 4:** Costing: Proposals will be scored, with cheapest scoring maximum score. B-BEE 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 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.	15
Proposal submitted: Clear, detailed, demonstrate understanding of assignment. An indication of the approach to carrying out the assignment, including any inputs that may be required from AFSA. Indicate how your qualifications and experience make you suitable for the assignment. If assignment/s will be undertaken by more than one person, include your team structure: indicate names and qualifications and attach their CVs. <b>DOC-03/04</b>	10
Tertiary qualifications –all persons who will be involved in undertaking any part of this assignment. <b>DOC-06</b>	10
Experience working on related issues /projects. Specify your role in these assignments. Track record of similar work assessed through table listing of prior assignments or CV or sample work submitted. <b>DOC-04 /09 /10.</b>	10
Highly developed written and communication skills (sample submitted). If no prior work submitted, this assessment will be based on the proposal submitted ( <b>DOC-03 /10</b> ).	05
Presentation (shortlisted applicants will be required to present their proposal): knowledge on the subject & responding to questions (15), implementation methodology & proposed team structure (10), presentation /slides /communication skills (5).	30
Cost. Provide hourly rate, inclusive of all consultancy /management /coordination fees, etc. Provide breakdown of what constitutes your daily rate, with notes /justification. <i>Exclude VAT &amp; travel logistics /accommodation because AFSA makes these arrangements where applicable. Preferential Procurement Policy Framework Act, and 80/20 rule, will be applied when scoring B-BEE and quoted price.</i> <b>DOC-12</b>	20

Total (80% technical score and 20% price score)	100

## 5. Application Process

Suitably qualified service providers are required to email applications to:

[quotes@aims.org.za](mailto:quotes@aims.org.za) with this reference: “GLO03REQ11095. Appointment of Service Provider to Edit Sex Worker Program Standard Operating Procedures (SOPs)”

on the subject line, by **29 May 2024, 12:00**.

- All enquiries are to be submitted in writing *only* [procurement@aims.org.za](mailto:procurement@aims.org.za) with the subject line clearly marked “GLO03REQ11095. Appointment of Service Provider to Edit Sex Worker Program Standard Operating Procedures (SOPs)”
- *If you are not contacted with 45 days of the 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 12

### PRICING TOOL

ITEM	UNIT PRICE (EXCL VAT)	QUANTITY	TOTAL (EXCL VAT)
<b>TOTAL</b>			<b>R</b>



**DOC 13: 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

\_\_\_\_\_

\_\_\_\_\_