



## Request for Applications

THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY PROMOTIONAL MATERIAL  
FOR THE ADOLESCENT AND YOUNG PEOPLE PROGRAMME 2024

### REFERENCE:

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Reference: GLO03REQ11198 AYP SUMMIT PROMOTIONAL MATERIALS

Application deadline: 25 JUNE 2024 @ 11:30

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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 [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 Organization
CSS	Community Systems and Responses
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

## Introduction

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 and 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 selected the AIDS Foundation of South Africa (AFSA) to be appointed by the GF as one of the 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 of South Africa's provinces. Four core programmes are assigned to AFSA:

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

## Adolescents and Young People Programme

The AYP 2022 – 2025 programme objectives are as follows: Increase retention in school; decrease HIV incidence; decrease teenage pregnancy; decrease gender-based violence and increase economic opportunities. A comprehensive package of social, structural and biomedical services is offered through a highly focused approach aiming to reach at-risk adolescents and young people aged 10-24 years. The AYP HIV-prevention, risk avoidance, age-tailored programme is an inclusive programme offering services to AGYW, ABYM, ALHIV, and Youth with disabilities.

### 2.1 Core and Layer services

Core and layered services are delivered in three tailored and targeted settings namely schools, Technical and Vocational Education and Training (TVET)/ Community Education and Training (CETs) and dedicated community safe spaces. The mobile clinic that delivers clinical HIV and SRH related services at different points in the community within or nearby schools, TVETs and safe spaces serve hard to reach or underserved communities.

### 2.1.1. Core Services

The **Core Services** consists of six main activities, offered privately and confidentially to the beneficiary:

- Facilitated HIV risk and vulnerability assessment;
- Offer of HIV testing
- Condom education
- Offer of male and female condoms and lubricant
- HIV, TB, STI, and GBV information
- Service Plan

### 2.1.2. Layered Services

Layered services are the additional services provided to each beneficiary based on needs identified in the HIV risk and vulnerability assessment of the minimum package. Layered services are categorized into biomedical, behavioral and structural services.

- **Biomedical Services** to AYP delivered from mobile or fixed clinics in/near schools and in communities include: HIV Testing Services (HTS); Contraception; STI screening; PrEP; PEP; Referral for ART and; viral load monitoring and Linkage to care.
- **Behavioural Services** delivered to AYP predominantly at the community safe spaces and other settings include: Peer-led education: Soul Buddyz Clubs; Adherence support; Post-violence care; Comprehensive Sexuality Education, GBV prevention and response and Psychosocial support services.
- **Structural Services** delivered to AYP at safe spaces and other settings in communities are focused on AYP but also on changing norms and raising awareness of GBV among male sexual partners, parents and caregivers: Parenting programs for teen mothers and positive parenting skills for all caregivers; Economic strengthening with a focus on skills, income generation and livelihood support including food security; Youth leadership; accessibility and inclusion in service delivery to persons with disabilities; GBV and IPV awareness and Post violence care services

## 1. Scope of Work

AFSA seeks to appoint a service provider to supply promotional material for the 2024 AYP Youth Summit to be held in Johannesburg, 17<sup>th</sup> Jul 2024.

### 2. 1. Promotional Product

The service provider will be responsible for procuring, branding, packaging, and supplying of promotional material for the 2024 Adolescents Young People Youth Summit as per the specification. Samples of the products are to be submitted to AFSA once the service provider has been appointed.

### 2.2. Product Hire

The service provider to hire Photo Booth and 360 Degree Camera for a two-day duration at the selected AYP Summit venue in Johannesburg

## Items to be procured.

Table1: showing the items to be procured by the service provider.

Item	Quantity
T shirts (with My Journey branding printing)	126
Caps with My Journey branding embroidery	126
Water Bottles 500ml My Journey branding	100
Lip Balm with My Journey branding	126
String Bag with My Journey branding	126
Branded Rollup banners (2 My Journey Branding and 3 AFSA Branding)	5
Background banner (1 My Journey Branding and 1 AFSA Branding)	2
Branded photo booth	1
Folding Cane for The Blind	6
A4 Lenses Large Sheet Magnifier Magnifying Glass Book Reading Lens	6
Power Bank With my Journey Branding	126
<b>HIRE:</b> Photo booth (360-degree Camera)	1 x 2Days

Delivery of the item at the Summit  (Delivered in JHB)	1
Short Sleeve Golf T-shirts (AFSA branding)	11
Long Sleeve Golf T-shirts (AFSA branding)	11
Body Warmer Jacket (AFSA branding)	13

## 5. Product Specification

This section illustrated the specification of the different items which are to be supplied for the AYP summit.

1) AYP Summit T-Shirt

- The following artwork/Logos will be used

*my journey*

- The following layout will be used for the activity

**Material:** Solid Black Colours – 145gsm 100% Combed Cotton

**Colour:** Assorted colour range, Colour palate will be provided upon appointment



**Branding Options:** Digital Printing of My Journey & AYP Summit Branding

**Sizes:** 25 Small, 50 Medium, 21 Large, 10 XLarge

Quantity: 126

2) AYP Summit Cap



**Material:** Heavy Brushed Cotton Fabric

**Colour:** Assorted colour range, Colour palate will be provided upon appointment

**Size:** Adjustable. One Size Fits All

**Branding Options:** Embroidery, My Journey and AYP Summit Logos

**Colour:** Black

**Quantity:** 1 26

3) AYP Summit Water Bottles



**Material:** Cylinder Plastic water bottle

**Size:** 500ml

**Colour:** Transparent/Clear

**Branding Options:** Digital printing My Journey

**Quantity:** 100 and 6 Bottle to have braille branding

4) AYP Summit String Bags



**Material:** Marco 210T Poly String Bag

**Branding Options:** Printing and My Journey

**Colour:** assorted

**Quantity:** 100

5)



AYP Summit LIP Balm



**Material:** Plastic

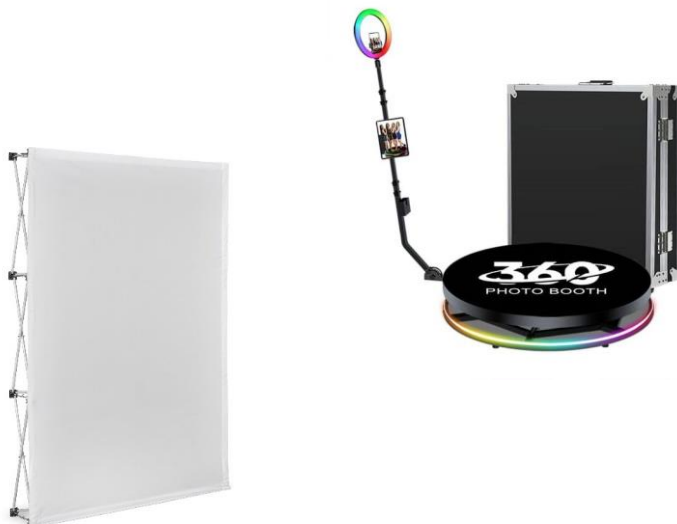
**Branding Options:** Printed My Journey Logo

**Size:** Size: 7cm (l) x 1.9cm (d)

**Colour:** Assorted Colours

**Quantity:** 126

6) 360 Camera to be hired for 2 days



AYP Summit Straight Wall Banner

**Material:** Branded Straight Wall Banner

**Branding Options:** x1 My Journey branding and 1 AFSA logo Branding

**Colour:** to be confirmed

**Size:** 2250X3500mm

**Quantity :**2



7) AYP Summit Pull Up Banners

**Branding:**

logo

**Colour /**

**Size:** 50 x

**Quantity:**



**Description:** PULL-UP BANNER

x2 My Journey branding and 3 AFSA  
Branding

**design:** To be confirmed

10 x 10 cm

5

8) AYP

hired for 2 days

Summit Branded Photo Booth to be



9) Cane for the Blind

**Material:** Foldable Cane for the blind

**Branding:** None

**Colour:** Standard Colours

**Quantity :** 6

10) A4 Lenses Large Sheet Magnifier Magnifying Glass Book Reading



**Material:** A4 Lenses Large Sheet Magnifier Magnifying Glass Book Reading

**Colour:** Black

**Quantity :** 6

**Size:** A4

12) AYP Summit: Power Bank



**Material:** Odeon Slim

**Branding:** My Journey

**Colours:** Assorted

**Sizes :** Featuring LED remaining battery capacity indicators and 2 USB ports, it can charge both your smartphone and tablet simultaneously

**Storage:** 12.3 ( l ) 6.8 ( w ) x 1 ( h ) aluminum lithium-polymer battery micro and 4000Mah

**Quantity :** 126

13) Short Sleeve Golf T-shirts



**Material:** 180g/m2 65% Polyester, 35% Cotton Pique Knit

**Branding Options:** Embroidery AFSA Logo and My Journey

**Branding Size:** 10cm (L) x 8cm (W)

**Colour:** Black

**Sizes :** 2 x Medium, 4 x Large, 2 x Extra Large, 2 x Double Extra Large, 1 x 5Extra Large

**Quantity:** 11

14) Long Sleeve Golf T-shirt



**Material:** 180g/m2 65% Polyester, 35% Cotton Pique Knit

**Branding Options:** Embroidery AFSA Logo

**Branding Size:** 10cm (L) x 8cm (W)

**Colour:** Black

**Size :** 2 x Medium, 4 x Large, 2 x Extra Large, 2 x Double Extra Large, 1 x 5Extra Large

**Quantity:** 11

15) Layout of images provided Body Warmer Jacket



**Material:** 100% Polyester Padding, 100% Diamond Check Nylon & 65% Polyester, 35% Cotton Lining

**Branding Options:** Embroidery AFSA Logo

**Colour:** Black

**Sizes:** 2 x Medium, 6 x Large, 2 x Extra Large, 2 x Double Extra Large, 1 x 5Extra Large

**Quantity:** 13

## 6. Minimum Requirements / Eligibility of Consultants

- Marketing and communication, logistic management, procurement qualification and a related design field and knowledge
- 3 years' experience working in graphic design, supply, print media, branding, and communications, logistic, event coordination.
- 3-year experience developing branding, brand management, event coordination, logistics and procurement.

**Other qualifications /experience recommended.**

- Familiarity with policies and regulations related to law enforcement and protection services in South Africa.
- Proven ability to work in supply and branding environment.
- Availability to produce and provide branded product sample upon request.

**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
*DOC-01	Motivation /cover letter, with full contact details: indicate reference number of what you are 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 11 of this document.
*DOC-03	Two – five-page proposal.
*DOC-04	CV of trainers, including 2-3 contactable references.
*DOC-05	Sole Proprietor: Certified copy of identity document (If non-South African: attach work permit). Company: Company or trading entity registration certificate.
*DOC-06	Qualification of all key persons in this assignment (Degree /Diploma /Certificates).
*DOC-07	A valid tax clearance certificate issued by the South African Revenue Service (SARS).
*DOC-08	VAT vendor registration - Mandatory as per Grant requirements.
DOC-09	Two examples of relevant and most recent work including reference letters.
*DOC-10	B-BBEE status level verification certificate (unless trading below the prescribed threshold) -attach affidavit. Applicable to companies.
*DOC-11	Costing: Proposed rate (Use Tool provided).

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

## 7. 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.*

## 8. 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.	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 on comms plan (shortlisted applicants will be required to present their proposal):	30
Cost. Provide hourly rate, inclusive of all consultancy /management /coordination fees, etc. Provide breakdown of what constitutes your daily rate, with notes /justification.	20

<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-BBEE and quoted price. DOC-12</i>	
Total (80% technical score and 20% price score)	100

## DOC 11

### COSTING TOOL

DESCRIPTION	UNIT PRICE	Quantity	Total Cost
Branded T shirts			
Caps			
Water Bottles 500ml x 6 Water Bottles with braille branding			
Lip Balm			
String Bag			
Branded Rollup banners			
background banner			
Branded photo booth			
Folding Cane for The Blind			
A4 Lenses Large Sheet Magnifier Magnifying Glass Book Reading Lens			
Power Bank			
Short Sleeve Golf T-shirts			
Long Sleeve Golf T-shirts			
Body Warmer Jacket			
<b>HIRE:</b> Photo booth (360 degree Camera)			
Delivery-1 10 Jul 2024: AFSA, Address: 2nd Floor, Clifton Place, 19 Hurst Grove, Musgrave, Durban 4001			
Delivery-1 16 Jul 2024: Event venue. 24hrs before the event			
<b>TOTAL COST</b>			

*\*If Supplier does not adhere to the delivery timelines contract can be terminated with immediate effect\**



## 6. Application Process

- Suitably qualified service providers are required to email applications to: [quotes@aims.org.za](mailto:quotes@aims.org.za) with this reference: "GLO03REQ11198 AYP SUMMIT PROMOTIONAL MATERIALS" on the subject line, by 25 June 2024 @11:30
- All enquiries are to be submitted in writing *only* [procurement@aims.org.za](mailto:procurement@aims.org.za) with the subject line clearly marked "GLO03REQ11198 AYP SUMMIT PROMOTIONAL MATERIALS" *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

Name & Title (Print)	Signature
Designation/ Position	Date