



Terms of Reference

Appointment of a Service for the supply, warehousing, and delivery of harm reduction packs to various AFSA SWP sites.

REFERENCE: **GLO03REQ11167 SUPPLY OF HARM REDUCTION
PACKS**

Application deadline: **28 June 2024 at 11:30** `

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

Table of Contents

ABBREVIATIONS	3
1. INTRODUCTION	4
2. BACKGROUND	5
3.SCOPE OF WORK	6
3.1 QUANTIFICATION AND DELIVERY INSTRUCTIONS	7
4. TIMELINES	8
5.REQUIREMENTS.....	9
6.REQUIRED DOCUMENTS	9
7. EVALUATION AND TECHNICAL CRITERIA- STAGES.....	10
8 . APPLICATION PROCESS	11

Abbreviations

AFSA	AIDS Foundation of South Africa
CBO	Community Based Organisation
GF	Global Fund
GLO	Grow, Learn, & Own
HIV	Human Immunodeficiency Virus
PR	Primary Recipient
PWID	People Who inject drugs
SW	Sex Work

1. 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/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 to 45,584 sex workers.

2. Background

HIV prevalence is estimated at 21% for PWID in South Africa with HIV prevalence estimated to be higher amongst women who inject due to the likely prevalence of sex work amongst these women (estimated at 51% in a study) as well as community norms that women should be “second on the needle”. In addition to HIV, viral hepatitis is a concern amongst PWID in South Africa, with viral hepatitis passing very efficiently through the sharing of needles.

Recent studies also show very high rates of Hepatitis among PWID, with 5% prevalence of the Hepatitis B virus and 44% prevalence of the Hepatitis C virus (HCV). Other studies also point to a vulnerability of HCV and HIV amongst people who use drugs with prevalence rates of 15% for HIV and 8% for HCV.

As the epidemiological data suggests, the impact of injecting drug use is important to address in the greater South African HIV epidemic. Provision of sterile injecting equipment reduces the risks associated with sharing needles, preventing the spread of HIV and Hepatitis as well as minimising the risk of abscesses, septicaemia and nerve damage.

Under the Sex Worker programme funded by the Global Fund, programme staff are distributing needles and syringes (harm reduction packs) alongside harm reduction information. Providing needles and syringes is a key component of a comprehensive package of harm reduction interventions for people who inject drugs (Sex workers who inject drugs) to address HIV and hepatitis. The main goals of providing harm reduction packs for sex workers that inject are as follows:

- 1) Providing people/sex workers who inject drugs with information and the means to protect themselves, their partners and families from exposure to HIV and hepatitis through sharing needles, including targeted information and education through outreach, provision of sterile injecting equipment and condoms, as well as access to voluntary HIV testing and counselling.
- 2) Encouraging the uptake of other medical care, including general primary care and access to HIV care and antiretroviral treatment (ART) and Pre-Exposure Prophylaxis (PrEP) [2] and wound care.
- 3) An opportunity to encourage the uptake of psychosocial support and referral services.

It is against this background that AFSA is seeking the services of a service provider to provide harm reduction packs to the SWs in the various implementing districts.

3.Scope of Work

The contract is for the supply and provision of harm reduction packs during the contract period ending 31 March 2025. The harm reduction packs consist of safe injecting equipment (SIE) and are provided under no obligation to purchase any stock which is more than the indicated quantities of each item. AFSA shall require Harm Reduction Packs and related equipment specified on table 1, in line with specifications to be delivered to various sites as indicated in Annex..... AFSA reserves the right to purchase its requirements elsewhere outside the contract if:

- The minimum packing or minimum order quantity specified by the contractor is more than that of an institution's requirement.
- The item(s) are urgently required and not immediately available.
- An emergency arises.

Table 1: Specifications of harm reduction packs items

Item Description	Quantity (per unit)
Syringes with fixed needles with the following/similar approved specifications: <ul style="list-style-type: none"> • 1ml Syringes, • Plastic • Latex free with fixed needles for insulin injecting • Nominal capacity: 0,5 ml, 100 units per ml, • Needle: 29G (0,33 mm) x 12,5 - 12,7 mm • Single use, • Sterile path to comply with the latest issue of SANS 1166 • SABS compliance test to be submitted 	361 620
Cotton wool balls	361 620
Alcohol swabs	361 620
10ml (preferably 5ml) ampule sterile water for injection	120 540
Safety cookers: <ul style="list-style-type: none"> • 2.5ml 	17 220
Midi black bag	17 220
Sharps container 0,3L	7 380

Additional items :

Item Description	Specifications	Quantity
Tourniquets	<ul style="list-style-type: none"> • Nylon • 45cm length • Thin • Pliable • Latex-free • non-porous • withstand a range of temperatures. • With the quick release design 	2 460

	<ul style="list-style-type: none"> • Darker colour 	
Safe injecting sleeves	<ul style="list-style-type: none"> • A visual educational tool to demonstrate safe injection sites 	32

The items must be placed in black medium sized bags and delivered as per schedule. The bidder should provide specific information on how the goods will be packaged on delivery to ensure that adequate plans are made for storage. Bidders to provide the dimensions of the box sizes and how many units can fit into each box.

Table 2:

3.1 QUANTIFICATION AND DELIVERY INSTRUCTIONS

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

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		98	98	98	98	392
Centre for Positive Care (CPC)	Building J38 Tom Street, Primindia, Brits, 0250		98	98	98	98	392
Centre for Positive Care (CPC)	98 Marshall Street, Polokwane Central, Polokwane, 0700		42	42	42	42	168
Centre for Positive Care (CPC)	19 Kruger Street Krugersdorp Central, Krugersdorp, 1739		392	392	392	392	1568
Keiskamma Trust (Keiskamma)	189 Hamburg Main Road, Hamburg, Peddie, 5640		98	98	98	98	392
Hoedspruit Training Trust- Hlokomela (Hlokomela)	Richgate farm, Unifrutti, Hoedspruit, 1380		63	63	63	63	252
Guardian Angels care and Support Centre Organisation (Guardian Angels)	333 Stateway, Welkom Central, Welkom, 9460		378	378	378	378	1512

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		364	364	364	364	1456
Humana People to People South Africa (Humana)	161 President Street, Vryheid, 3100		770	770	770	770	3080
Lifeline Durban (Lifeline DBN)	38 Adrain Road, Windermere, Durban, 4001		98	98	98	98	392
Lifeline Northern Cape (Lifeline NC)	1 Lynch Road, Homestead, Kimberly, 8301		42	42	42	42	168
Lifeline Zululand (Lifeline ZLL)	14 Bauhinia Road, Empangeni, 3880		231	231	231	231	924
PE Rape Crisis Centre (PE RCC)	701 Govan Mbeki Street, North End, Gqeberha, 6001		742	742	742	742	2968
Passionate Unlimited Peers in Action (PUPA)	496 Ladlokova Street, Tabankulu, 5130		98	98	98	98	392
Sex Workers Education & Advocacy Taskforce (SWEAT)	13 Webb Street, Southernwood, East London, 5213		665	665	665	665	2660
Tholwana E Molemo (TEM)	6 Theron Street, Bethlehem, 9700		126	126	126	126	504

4. Timelines

Action	Responsible	Date
1. Successful bidder appointed	AFSA	
2. Finalization of delivery plan	Successful bidder	

3. Supply and delivery of packs to sites	Successful bidder	
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5. REQUIREMENTS

The successful bidder should have:

- Legal status recognised to work in South Africa, enabling the organisation to perform the above-mentioned tasks.
- Demonstrated ability to deliver quality products at a reasonable cost and per delivery schedule.
- Good administration and project management ability.
- Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered.

6. 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 3: List of required Documents and Items.

DOCUMENT NUMBER	DESCRIPTION
DOC-01	Motivation /cover letter, with full contact details: indicate reference number. Motivation /cover letter, with full contact details: indicate reference number.
*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	Two – three-page proposal
DOC-04	SABS Test reports for proposed needles and syringes
	Samples of the harm reduction packs and/or smokers pack depending on which packs the bidder has chosen to bid for.
DOC-5	Regulatory Certification
DOC-6	South African Health Products Regulatory Authority (SAHPRA) to render pharmaceutical warehousing and distribution. <ul style="list-style-type: none"> • SAHPRA to render medical device warehousing and distribution
DOC-07	2-3 contactable references from previous clients where similar work has been completed. A minimum 2 references required.
*DOC-08	Sole Proprietor: Certified copy of identity document (If non-South African: attach work permit). Company: Company or trading entity registration certificate.
*DOC-09	Valid Tax Compliance /clearance [Pin (TCP) issued by the South African Revenue Service (SARS)]

DOC-10	VAT vendor registration – (for transactions over R100 000, VAT registration is compulsory).
DOC-11	List in a table relevant recent work (last 5 years)
*DOC-12	B-BBEE status level verification certificate (unless trading below the prescribed Threshold) -attach affidavit.
DOC-13	Detailed Quotation. Please see pricing tool on page 17 of this document
*DOC-14	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.

7. Evaluation and Technical Criteria- Stages

Stage 1: Administrative compliance: Applications with missing mandatory documents will be disqualified. Bidders must provide the above documentation and the sample items as specified.

Please note: The absence of the sample items and/or the following documentation automatically disqualifies the bid:

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 and items will be assessed and scored accordingly. Minimum score of 50% (before oral presentation) is required to move to next stage.

Stage 4: Costing: Proposals will be scored, with cheapest scoring maximum score. B-BBEE 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
Demonstrable experience with supply, warehousing, and delivery of quality biomedical products per specification, including showing value add with evidence to support the response.	10
Demonstrated relationship with a courier company/network to support the delivery plan to all sites	10
Capacity to deliver. The bidding organization must be able to demonstrate that it has adequate equipment and storage facilities for the volumes in this tender	
Demonstrable organizational maturity and stability shown by organization's age.	10
Demonstrable experience with supply of biomedical products at large volumes for public health programmes. Proven experience must be clearly demonstrated in the proposal by means of list of projects and high-level detailed scope, Purchase orders and/or Tenders awarded.	05

Contactable/ verifiable references, in a letter format, must include tender/project details, telephone or cell phone numbers, email address and contact names.	
Compliance of product with specifications The bidding organization must provide comprehensive details that all technical specifications as stated in this tender document shall be complied with. Proof (Accreditation documentation, approvals by manufacturers and compliance with governing regulations / standards)	25
Local Content • The bidding organization must be able to demonstrate that it has sourced the product locally and importantly produces verifiable product source documents indicating the local content.	5
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 & 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>	20
Total (80% technical score and 20% price score)	100

8. Application Process

- Suitably qualified service providers are required to email applications to: quotes@aims.org.za with this reference: “GLO03REQ11167 SUPPLY OF HARM REDUCTION PACKS” on the subject line, by 28 June 2024 at 11:30.
- All enquiries are to be submitted in writing *only* procurement@aims.org.za with the subject line clearly marked “GLO03REQ11167 SUPPLY OF HARM REDUCTION PACKS”.
- *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)
Syringes with fixed needles			
Cotton wool balls			
Alcohol swabs			
Sharps container 0.3L			
Safety cookers			
10ml (preferably 5ml) ampule sterile water for injection			
Midi black bag			
Tourniquets			
Safe injecting sleeves			
Delivery costs			
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