



REQUEST FOR QUOTATIONS

Appointment of a service provider for printing and delivery of data collection forms for Adolescents and Young People (AYP) Programme

Reference: **GLO03REQ1108/1**

Submission deadline: **02 August 2024 at 13:00**

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

Changes and notices to this document will be posted on AFSA website: <https://www.aids.org.za/>

Note: Please direct any queries to

AFSA Procurement (procurement@aidsonline.org.za)

Table of Contents

Abbreviations	3
1. Introduction and background	6
2. Objectives	8
3. Scope of Work.....	8
a. Material Development	Error! Bookmark not defined.
b. Conduct Training (3-5 days)	Error! Bookmark not defined.
c. Documentation /reporting	Error! Bookmark not defined.
4. Distribution /delivery.....	8
5. Minimum requirements/ Eligibility of the Consultant	10
6. Required documents to be submitted.....	10
7. Evaluation Criteria and stages	12
8. Submission Instructions	12
9. DECLARATION OF INTEREST FORM	13
10. PRICING TOOL.....	18

Abbreviations

ADV	Advocacy
AfSA	AIDS Foundation of South Africa
AGYW	Adolescent Girls and Young Women
AIDS	Acquired Immune Deficiency Syndrome
ART	Anti-Retroviral Therapy
CAO	Community Advice Office
CBM	Community-Based Monitoring
CCM	Country Coordinating Mechanism
CDA	Central Drug Authority
CSS	Community Systems and Responses
CSE	Comprehensive Sexuality Education
CSS	Civil Society Sector
DCA	District Council on AIDS
DoH	Department of Health
DoJ	Department of Justice
GBV	Gender Based Violence
GF	The Global Fund
HIV	Human Immunodeficiency Virus
HR	Human Rights
HRWG	Human Rights Working Group
IBBS	Integrated Biological and Behavioural Surveillance
IEC	Information, Education, Communication
IPO	Implementing Partner Organisation
KP	Key Population(s)
KVP	Key and Vulnerable Population(s)

LASA	Legal Aid South Africa
LEA	Law Enforcement Agents
LFA	Local Fund Agent
LGBTQIA+	Lesbian, Gay, Bisexual, Trans, Queer, Intersex, Asexual, + all people who have non-normative gender identity or sexual orientation
M&E	Monitoring and Evaluation
MDIP	Multi District Implementation Plan
MSM	Men who have sex with Men
NDoH	National Department of Health
NSP	National Strategic Plan
OST	Opioid Substitution Treatment
PAs	Programme Area(s)
PEPFAR	The U.S. President's Emergency Plan for AIDS Relief
PCA	Provincial Council for AIDS
PIP	Provincial Implementation Plan
PLHIV	People Living with HIV
PR	Principal Recipient
PTB	People infected with TB (TB Survivors)
PWID	People who inject drugs
PWUD	People who use drugs
QA	Quality Assurance
REAct	Rights-Evidence-Action
RFF	Request for Funding
SANAC	South African National AIDS Council
SANAC CSF	South African National AIDS Council Civil Society Forum
SAPS	South African Police Services

SR	Sub-Recipient
SSR	Sub-sub-recipient
STIs	Sexually Transmitted Infections
TB	Tuberculosis
TG	Transgender
TCC	Thuthuzela Care Centre
UNAIDS	The Joint United Nations Programme on HIV/AIDS

1. Introduction and background

BACKGROUND

The AIDS Foundation of South Africa has been appointed by the Global Fund to implement the relevant programs in South Africa as defined in the Framework Agreement and Grant Confirmation signed between the Global Fund and the AIDS Foundation of South Africa, for the period 01 April 2022 to 31 March 2025.

PROGRAMME DESCRIPTION

The project goal is to contribute to the National Strategic Plan objectives by addressing key drivers of HIV/AIDS and STI. AIDS Foundation of South Africa is currently implementing different modules within the Global Fund grant namely, Adolescents and Young People, Sex Worker, Human Rights and Advocacy as well as Community Systems and Strengthening programmes. All of which are aligned with the overall objectives of the Global Fund grant.

Adolescents and Young People programme

The Adolescents and Young People Programme in South Africa offers a comprehensive package of social, structural, and biomedical services (aligned to the Zikhala Kanjani National Youth Strategy) through a highly focused approach, reaching Adolescent Girls and Young Woman, Adolescent Boys and Young Men, Adolescents living with HIV and Adolescents with disabilities; aged 10-24 years in 14 sub-districts. AIDS Foundation South Africa is responsible for five out of 14 sub-districts (Abaqulusi, City of Umhlathuze, Govan Mbeki, City of Mbombela and Rustenburg). The programme also reaches older Male Sexual Partners of Adolescent Girls and Young Woman in these subdistricts to test and initiate those who are HIV positive on treatment, with the main aim of reducing transmission via age-disparate relationships. The programme has a sub-district saturation approach aiming to reach 990,678 Adolescents and Young People participants, by year three of the grant. The programme aims at promoting healthy, educated, empowered and safe Adolescents and Young People.

Specific objectives for the Adolescents and Young People include decrease HIV incidence, decrease teenage pregnancy, increase retention in school, decrease gender-based violence and increase economic opportunities. Additionally, the grant support Thuthuzela Care Centres and or Designated Centres to provide comprehensive services to any individuals (all ages) who require Post-violence Care services.

Table 1: Geographical breakdown of AYP Programme implementation Areas:

PROVINCE	DISTRICT	SUB-DISTRICT
KwaZulu Natal	Zululand	Abaqulusi
KwaZulu Natal	King Cetshwayo	uMhlathuze
North-West	Bojanala	Rustenburg
Mpumalanga	Gert Sibande	Govan Mbeki
Mpumalanga	Ehlanzeni	Mbombela

1.1 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.

1.1.1 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

1.1.2 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.

1.2 Structural 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

2. Objectives

AfSA is seeking to appoint 3 experienced and locally based service providers in each of the 3 provinces (KwaZulu Natal, Mpumalanga & North West) to assist in printing of data collection forms that will be used to collect information from beneficiaries as per the above-mentioned services.

3. Scope of Work

The printing of data collection forms will cover 12 AYP SRs in the implementation sub-districts. The scope of work will cover the period 1st July 2024 until 31st March 2025. Table 2 below describes the data collection form and the specifications. Print files are attached to assist with specifications. All forms must be printed and delivered to the SRs within 10 days of receiving a Purchase order

Table 2: List of data collection forms to be printed and specifications

Data Collection Form Number	Data Collection Form Name	Specification
DCF – 01	Enrolment Form	A4 - X2 pages form, double -sided, Black and white, Portrait paper layout
DCF – 02	Core Package of Service	A4 - X4 pages form, double -sided, Black and white, Portrait paper layout
DCF – 03	Service Plan	A4 - X4 pages form, double -sided, Black and white, Landscape paper layout
DCF – 04	Referral Form	A4 - X1 page form, one side, Black and white, Portrait paper layout
DCF – 05	Tracking Tool	A4 - X2 pages form, double -sided, Black and white, Portrait paper layout
DCF – 06	Biomedical Form	A4 - X4 pages form, double -sided, Black and white, Portrait paper layout
DCF – 07	DOH Consent Form	A4 - X2 pages form, double -sided, Black and white, Portrait paper layout
DCF - 08	PrEP Form	A4 - X2 pages form, double -sided, Black and white, Portrait paper layout
DCF – 09	MSP Biomedical Form	A4 - X4 pages form, double -sided, Black and white, Portrait paper layout
DCF - 10	DOH Consent Form	A4 - X2 pages form, double -sided, Black and white, Portrait paper layout
DCF – 11	Referral Form	A4 - X1 pages form, double -sided, Black and white, Portrait paper layout

4. Distribution /delivery

The printing schedule below shows quantities to be supplied. Distribution must be done per quarter:

Table 3: Quantity of data collection forms to be supplied – July to September 2024 ([Package 1](#))

Organization	SUB-DISTRICT	DCF - 01	DCF - 02	DCF - 03	DCF - 04	DCF - 05	DCF - 06	DCF - 07	DCF - 08	DCF - 09	DCF - 10	DCF - 11
KZN SR-1	Abaqulusi	6949	6949	6949	6949	6949	6059	6059	677	1965	1965	1965
KZN SR-2	Abaqulusi	4634	4634	4634	4634	4634	4038	4038	451	1310	1310	1310
KZN SR-3	uMhlathuze	7552	7552	7552	7552	7552	6549	6549	698	2221	2221	2221
KZN SR-4	uMhlathuze	4885	4885	4885	4885	4885	4237	4237	451	1437	1437	1437
KZN SR-5	uMhlathuze	4885	4885	4885	4885	4885	4237	4237	451	1437	1437	1437
KZN SR-6	uMhlathuze	4885	4885	4885	4885	4885	4237	4237	451	1437	1437	1437
NW SR-7	Rustenburg	8975	8975	8975	8975	8975	7956	7956	801	2479	2479	2479
NW SR-8	Rustenburg	10472	10472	10472	10472	10472	9282	9282	936	2892	2892	2892
NW SR-9	Rustenburg	10472	10472	10472	10472	10472	9281	9281	934	2892	2892	2892
MP SR-10	Govan Mbeki	5731	5731	5731	5731	5731	4902	4902	534	1679	1679	1679
MP SR-11	Mbombela	21646	21646	21646	21646	21646	18718	18718	2000	4695	4695	4695
MP SR-12	Mbombela	11659	11659	11659	11659	11659	10079	10079	1079	3371	3371	3371

Table 4: Quantity of data collection forms to be supplied – October to December 2024 ([Package 2](#))

Organization	SUB-DISTRICT	DCF - 01	DCF - 02	DCF - 03	DCF - 04	DCF - 05	DCF - 06	DCF - 07	DCF - 08	DCF - 09	DCF - 10	DCF - 11
KZN SR-1	Abaqulusi	9138	9138	9138	9138	9138	8369	8369	927	1310	1310	1310
KZN SR-2	Abaqulusi	6093	6093	6093	6093	6093	5581	5581	618	874	874	874
KZN SR-3	uMhlathuze	9910	9910	9910	9910	9910	9036	9036	955	1481	1481	1481
KZN SR-4	uMhlathuze	6414	6414	6414	6414	6414	5847	5847	618	958	958	958
KZN SR-5	uMhlathuze	6414	6414	6414	6414	6414	5847	5847	618	958	958	958
KZN SR-6	uMhlathuze	6414	6414	6414	6414	6414	5847	5847	618	958	958	958
NW SR-7	Rustenburg	11822	11822	11822	11822	11822	10999	10999	1096	1652	1652	1652
NW SR-8	Rustenburg	13792	13792	13792	13792	13792	12832	12832	1278	1928	1928	1928
NW SR-9	Rustenburg	13792	13792	13792	13792	13792	12831	12831	1278	1928	1928	1928
MP SR-10	Govan Mbeki	7550	7550	7550	7550	7550	6780	6780	731	1119	1119	1119
MP SR-11	Mbombela	28431	28431	28431	28431	28431	25842	25842	2739	3130	3130	3130
MP SR-12	Mbombela	15309	15309	15309	15309	15309	13914	13914	1472	2247	2247	2247

Table 5: Quantity of data collection forms to be supplied – January to March 2025 (Package 3)

Organization	SUB-DISTRICT	DCF - 01	DCF - 02	DCF - 03	DCF - 04	DCF - 05	DCF - 06	DCF - 07	DCF - 08	DCF - 09	DCF - 10	DCF - 11
KZN SR-1	Abaqulusi	6093	6093	6093	6093	6093	5580	5580	618	1310	1310	1310
KZN SR-2	Abaqulusi	4063	4063	4063	4063	4063	3719	3719	412	874	874	874
KZN SR-3	uMhlathuze	6605	6605	6605	6605	6605	6025	6025	637	1481	1481	1481
KZN SR-4	uMhlathuze	4276	4276	4276	4276	4276	3898	3898	412	953	953	953
KZN SR-5	uMhlathuze	4276	4276	4276	4276	4276	3898	3898	412	953	953	953
KZN SR-6	uMhlathuze	4276	4276	4276	4276	4276	3898	3898	412	953	953	953
NW SR-7	Rustenburg	7883	7883	7883	7883	7883	7333	7333	731	1652	1652	1652
NW SR-8	Rustenburg	9195	9195	9195	9195	9195	8555	8555	852	1928	1928	1928
NW SR-9	Rustenburg	9195	9195	9195	9195	9195	8555	8555	852	1928	1928	1928
MP SR-10	Govan Mbeki	5 034	5 034	5 034	5 034	5 034	4 520	4 520	487	1 119	1 119	1 119
MP SR-11	Mbombela	18 955	18 955	18 955	18 955	18 955	17 226	17 226	1 825	3 130	3 130	3 130
MP SR-12	Mbombela	10205	10205	10205	10205	10205	9276	9276	981	2247	2247	2247

5. Minimum requirements/ Eligibility of the Consultant

Minimum requirements to be met

- Minimum 2 years' experience and proven track record of printing and distribution of forms.
- Locally based service provider in each of the provinces (KZN, MP and NW).
- Proven record of doing similar work
- Demonstrated high level of professionalism and an ability to provide the best quality.
- Ability to deliver as per timelines.

Additional requirements -recommended

- Good Communication skills
- Good Project and Time Management Skills

6. Required documents to be submitted

Service providers with necessary experience and skills are invited to submit quotations to AFSA.

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 held responsible for documents delayed or misplaced during file transmission.

Table 6: List of required Documents

DOCUMENT NUMBER	Submitted (Yes /No)	DESCRIPTION. REFERENCE:
*DOC-01		Motivation /cover letter, with full contact details: indicate reference number. Attach this table onto the motivation letter. <i>Describe how the project will be executed</i>
*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 attached template.
*DOC-04		CV, including 2-3 contactable references. Include 1-2 reference letters from previous or similar work that has been carried out.
*DOC-05		Company or trading entity registration documents and IDs of Directors. Sole Proprietor: Certified copy of identity document (If non-South African: attach work permit).
*DOC-06	Not required	Qualification of all key persons in this assignment (Degree /Diploma /Certificates).
*DOC-07		A valid tax clearance certificate (PIN) 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. (Use a list /table)
*DOC-10		B-BBEE status level verification certificate (unless trading below the prescribed Threshold, Level 4 and above) -attach: Sworn-Affidavit (below R10M) or Qualified Affidavit (R10M – R50M).
*DOC-11		Costing: Detailed quotation for the assignment. At contracting and payment stage, payments will be linked to Milestones and not time worked nor value of purchase order. Use pricing template provided below.

Documents marked with asterisk are mandatory. Applications missing these documents may be disqualified. Documents are valid only if certified within 6months of the closing date. Only short-listed candidates will be contacted.

7. Evaluation Criteria and stages

Stage 1: Administrative compliance: Applications with missing mandatory documents may 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 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 criteria

ELEMENT	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
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. DOC-03/04	20
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. DOC-04 /09.	30
Highly developed written and communication skills. This assessment will be based on the proposal and motivation letter submitted. DOC-01 and DOC-03.	10
Cost. Provide clear breakdown of costing /quotation. <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.</i> DOC-11	20
Total (80% technical score and 20% price score)	100

8. Submission Instructions

- Suitably qualified service providers /consultants /suppliers are required to submit application to: **quotes@aims.org.za** with this reference: “**GLO03REQ1108/01**” on the subject line.
- Submission deadline: **02 August 2024 at 13:00**.
- All enquiries are to be submitted in writing *only* to procurement@aims.org.za with subject line clearly marked “**Query - GLO03REQ1108/01**”
- *If you are not contacted within 60 days of closing date, please consider your submission unsuccessful.*



9. 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 11

10. PRICING TOOL

Bidders must also submit detailed costing structure per province. Use the same/similar structure as per the tables below.

Table-X: Unit cost per package -example:

Province	Package	Unit cost	Units	Total costs (Excl VAT)
KZN	1	R5	60 000	R300 000
KZN	2	R2	80 000	R160 000
KZN	3	R1	20 000	R20 000
Total				R480 000

Table-Y: Unit cost per delivery - example:

Province	SUB-DISTRICT	Package	Unit cost	Units	Delivery cost (per delivery)	Comments
KZN	Abaqulusi	1	R5	60 000	R250	
KZN	Abaqulusi	2	R2	80 000	R250	
KZN	Abaqulusi	3	R1	50 000	R250	
KZN	uMhlathuze	1	R4	60 000	R300	
KZN	uMhlathuze	2	R3	80 000	R300	
KZN	uMhlathuze	3	R2	50 000	R300	
Total						