



Terms of Reference

Appointment of Service Provider who will supply and deliver dignity & health packs

REFERENCE: GLO03REQ11435 SUPPLY AND DELIVERY OF
HEALTH AND DIGNITY PACKS

Application deadline: 27 August 2024, 13:00

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

Note: If you have any queries or comments, kindly forward them to 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

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.

1. Product Specifications

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

Table 1: Product and packaging specifications for Health Packs (AYP -BLACK)

PRODUCT	SPECIFICATIONS
Facecloth x1	<ul style="list-style-type: none"> • 100% Cotton • Size: 30 cm x 30 cm • Colour: Any
Toothbrush x1	<ul style="list-style-type: none"> • Manual, individually packaged • Soft medium bristles with standard head
Toothpaste x1	<ul style="list-style-type: none"> • 100ml • Must contain calcium and fluoride
Soap Bar x1	<ul style="list-style-type: none"> • 100g to 150g •
Roll on x1	<ul style="list-style-type: none"> • Antiperspirant roll-on deodorant • 50ml • Unisex
Body lotion x1	<ul style="list-style-type: none"> • 400ml • Non-fragranced, aqueous cream
Comb x1	<ul style="list-style-type: none"> • Single, plastic • Detangling comb
Male condoms (x1 pack (3 condoms in a pack))	<ul style="list-style-type: none"> • SABS Quality Assurance approved • WHO prequalified • SAHPRA approved products • Latex • Flavoured/scented • Thick (standard thickness)
Wet wipes x1pack	<ul style="list-style-type: none"> • 72'SHypoallergenic & biodegradable • Free from dyes, sulphates, 0% alcohol • Dermatological tested • pH balanced

Sanitary towel x1 pack	<ul style="list-style-type: none"> • Pack of 10s Regular sized (length: 180mm to 220mm and width: 60mm-100mm), winged pads • Size and absorbent capacity must be suitable for normal flow. • 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
Draw string bag x1	<ul style="list-style-type: none"> • Material: Nylon • Dimensions: 35cm (w) x 43cm (h) • Colour: Black • Branded with AFSA logo on one side.
Lubricants x1tube	<ul style="list-style-type: none"> • SABS Quality Assurance approved • WHO prequalified • SAHPRA approved products • Water-based lubricants • <u>Smallest tube size (100ml) x1</u>
Packaging Instructions: items must be packaged in a BLACK draw string bag.	

*Table 2: Product and packaging specifications for **each Health Pack (SWP -BLUE)***

PRODUCT	SPECIFICATIONS
Facecloth x1	<ul style="list-style-type: none"> • 100% Cotton • Size: 30 cm x 30 cm • Colour: Any
Toothbrush x1	<ul style="list-style-type: none"> • Manual, individually packaged • Soft medium bristles with standard head
Toothpaste x1	<ul style="list-style-type: none"> • 100ml • Must contain calcium and fluoride
Soap Bar x1	<ul style="list-style-type: none"> • 100g to 150g •
Roll on x1	<ul style="list-style-type: none"> • Antiperspirant roll-on deodorant • 50ml • Unisex

Body lotion x1	<ul style="list-style-type: none"> • 400ml • Non-fragranced, aqueous cream
Comb x1	<ul style="list-style-type: none"> • Single, plastic • Detangling comb
Male condoms x1pack (3 condoms per pack)	<ul style="list-style-type: none"> • SABS Quality Assurance approved • WHO prequalified • SAHPRA approved products • Latex • Flavoured/scented • Thick (standard thickness)
Wet wipes x1pack	<ul style="list-style-type: none"> • 72'SHypoallergenic & biodegradable • Free from dyes, sulphates, 0% alcohol • Dermatological tested • pH balanced
Sanitary Towel x1pack	<ul style="list-style-type: none"> • Pack of 10 Regular sized (length: 180mm to 220mm and width: 60mm-100mm), winged pads • Size and absorbent capacity must be suitable for normal flow. • 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
Draw string bag x1	<ul style="list-style-type: none"> • Material: Nylon • Dimensions: 35cm (w) x 43cm (h) • Colour: Blue • Branded with AFSA logo on one side.
Lubricant x1	<ul style="list-style-type: none"> • SABS Quality Assurance approved • WHO prequalified • SAHPRA approved products • Water-based lubricants • <u>Smallest tube size (100ml) x1</u>
Dental dams x1 pack	<ul style="list-style-type: none"> • SABS Quality Assurance approved • WHO prequalified • SAHPRA approved products

	<ul style="list-style-type: none"> • Three dental dams per pack
Packaging Instructions: items must be packaged in a BLUE draw string bag.	

2. Product Quantifications and Delivery Details

Table 3: Quantification and Delivery instructions for the AYP Program's Health Packs (BLACK)

ORGANISATIONAL DETAILS		HEALTH PACK DELIVERY DATES & QUANTIFICATION		
Organisation	Delivery Address	Sep 2024	Nov 2024	TOTAL
SR 1	High Street Vryheid, 3100	500	992	1492
SR 2	Lakeside Vryheid, 3100	500	494	994
SR 3	Addison Street, Empangeni, 3880	500	1037	1537
SR 4	Koorsboom, Richards Bay 3900	500	494	994
SR 5	Agri Village, Richards Bay 3900	500	494	994
SR 6	Umthunzini, 3837	500	494	994
SR 7	Marias Street, Rustenburg, 0229	500	1263	1763
SR 8	Klopper Street Rustenburg, 0229	500	1556	2056
SR 9	Thlabane West, Rustenburg, 0309	500	1556	2056
SR 10	Evander, 2280	500	1263	1763
SR 11	Bethal, 2310	500	675	1175
SR 12	Nelspruit, 1201	500	1737	2237
SR 13	Nelspruit, 1201	500	585	1085
SR 14	Nelspruit, 1201	500	585	1085
SR 15	White River, 1240	500	1873	2373
TOTAL		7500	15098	22598

Table 4: Quantification and Delivery instructions for the SWP Program's Health Packs

ORGANISATIONAL DETAILS		HEALTH PACK DELIVERY DATES & QUANTIFICATION		
Organisation	Delivery Address	Sep 2024	Nov 2024	TOTAL
SR 1A	Musgrave, Durban 4001	0	150	150
SR 2A	Hamburg, Peddie, 5640	100	57	157
SR 3A	Primindia, Brits, 0250	100	193	393
SR 4A	East London, 5213	100	67	167
SR 5A	Burgersfort, 1150	100	153	253
SR 6A	Kimberly, 8301	100	0	100
SR 7A	Richards Bay, 3900	100	75	175
SR 8A	Welkom Central, Welkom, 9460	100	90	190
SR 9A	Hoedspruit, 1380	100	125	225
SR 10A	Gqeberha, 6001	100	97	197
SR 11A	Merriman Avenue, Vereeniging, 1939	100	300	400
SR12A	Vryheid, 3100	100	101	201
SR 13A	Bethlehem, 9700	100	89	189
SR 14A	Windermere, Durban, 4001	100	87	187
SR 15A	Krugersdorp, 1739	100	194	294
SR 16A	Polokwane Central, Polokwane, 0700	100	56	156
TOTAL		1715	1715	3434

3. Required Documents

IMPORTANT: Document numbers 1 to 10 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 5: Required documents to be submitted with application /bid

DOCUMENT NUMBER	DESCRIPTION.	Submitted (Yes / No)
DOC-01	Cover Letter/Motivation, Including Full Contact Details, Small organogram showing the role of team members who will be responsible for this assignment & correct ToR Reference Number: . Please list the documents submitted in the column to your right.	
*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 13 of this document.	
DOC-03	A two to five-page proposal detailing product specifications, packaging, distribution logistics, and quality assurance measures	
*DOC-04	Entity or trading entity registration certificate.	
DOC-05	Any certificates /recognition of achievements related to the advertised assignment	
*DOC-06	A valid tax clearance certificate (PIN) issued by the South African Revenue Service (SARS).	
*DOC-07	VAT vendor registration - Mandatory as per Grant requirements.	
DOC-08	Table listing relevant current and completed assignments /projects, in the last 5 years. Include reference letters from current & previous clients.	
*DOC-09	B-BBEE status level verification certificate (unless trading below the prescribed threshold) -attach affidavit. Applicable to companies.	
*DOC-10	Costing: Proposed costs. Use Tool provided as annexure, below, DOC-10	

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 bidders will be contacted.

4. Technical Evaluation Criteria and score

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

Stage 2: 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 3: 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.*

Table 6: Bid scoring template

ELEMENT	Maximum Score
All required documents as outlined in Section 3 of the Terms of Reference must be submitted. Incomplete submissions may lead to disqualification.	10
The quality and completeness of product specifications, packaging solutions, and quality assurance processes in the proposal will be assessed.	30
Delivery logistics plan will be evaluated for accuracy and feasibility. Proposals must align with the specified timelines and logistical requirements.	25
The bidder's past experience and performance on similar projects will be reviewed, including feedback from previous clients. This assessment will focus on the reliability and quality of the bidder's previous work.	20
Detailed cost breakdown provided (cost of health pack & cost of delivery)	15
Total	100

- Suitably qualified service providers /consultants are required to submit an application to quotes@aidsonline.org.za with this reference: "GLO03REQ11435 Supply and Delivery of Health and Dignity Packs" on the subject line, by 27 August 2024, 13:00
- All enquiries are to be submitted in writing *only* to procurement@aidsonline.org.za with subject line clearly marked 'GLO03REQ11435 Supply and Delivery of Health and Dignity 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 10

Table 7: Costing Tool for AYP and SW Health Packs

	<u>Number of Packs</u>	<u>Total Costing</u>
AYP Health Packs (excl vat)	22598	
SW Health Pack (excl vat)	3434	
VAT		
TOTAL	26032	

Delivery costing:

Table 8 AYP Delivery Costing Tool

Organisati on	Delivery Address	Sep 2024		Nov 2024		TOTAL - delivery - PACKS	TOTAL - delivery cost
		Numb er of packs	Delivery cost	Numbe r of packs	Delivery cost		
SR 1	High Street Vryheid, 3100	500		992		1492	
SR 2	Lakeside Vryheid, 3100	500		494		994	
SR 3	Addison Street, Empangeni, 3880	500		1037		1537	
SR 4	Koorsboom, Richards Bay 3900	500		494		994	
SR 5	Agri Village, Richards Bay 3900	500		494		994	
SR 6	Umthunzini, 3837	500		494		994	
SR 7	Marias Street, Rustenburg, 0229	500		1263		1763	
SR 8	Klopper Street Rustenburg, 0229	500		1556		2056	
SR 9	Thlabane West, Rustenburg, 0309	500		1556		2056	
SR 10	Evander, 2280	500		1263		1763	
SR 11	Bethal, 2310	500		675		1175	
SR 12	Nelspruit, 1201	500		1737		2237	
SR 13	Nelspruit, 1201	500		585		1085	
SR 14	Nelspruit, 1201	500		585		1085	
SR 15	White River, 1240	500		1873		2373	
TOTAL		7500		15098		22598	

Table 9 SWP Delivery Costing Tool

Organisatio n	Delivery Address	Sep 2024		NOV 2024		TOTAL Delivery packs	TOTAL Delivery Cost
		Numbe r of Packs	Deliv ery cost	Numbe r of paccks	Delive ry cost		
SR 1A	Musgrave, Durban 4001	0		<u>150</u>		<u>150</u>	
SR 2A	Hamburg,Peddie,5640	100		57		157	
SR 3A	Primindia, Brits, 0250	100		193		393	
SR 4A	East London,5213	100		67		167	
SR 5A	Burgersfort, 1150	100		153		253	
SR 6A	Kimberly,8301	<u>100</u>		<u>0</u>		<u>100</u>	
SR 7A	Richards Bay, 3900	100		75		175	
SR 8A	Welkom Central, Welkom, 9460	100		90		190	
SR 9A	Hoedspruit, 1380	100		125		225	
SR 10A	Gqeberha, 6001	100		97		197	
SR 11A	Merriman Avenue, Vereeniging, 1939	100		300		400	
SR12A	Vryheid, 3100	100		101		201	
SR 13A	Bethlehem,9700	100		89		189	
SR 14A	Windermere, Durban, 4001	100		87		187	
SR 15A	Krugersdorp, 1739	100		194		294	
SR 16A	Polokwane Central, Polokwane, 0700	100		56		156	
TOTAL		1500		1934		3434	

Table 10 Grand Total Costing Tool

GRAND TOTAL	TOTAL
Health packs -AYP	
Delivery -AYP	
Health packs -SWP	
Delivery -SWP	
TOTAL	