



## REQUEST FOR QUOTATIONS

Appointment of a Service Provider to provide training on Infection Prevention and Control (IPC)

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Reference: **GLO03REQ11645 Infection Prevention and Control Training**

Submission deadline: **01 October 2024 at 11:00**

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**\*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@aid.org.za](mailto:procurement@aid.org.za))

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## Abbreviations

AFSA	AIDS Foundation of South Africa
AIDS	Acquired Immune Deficiency Syndrome
COVID-19	Coronavirus Disease 19
CDC	Centre for Disease Control and Prevention
GBV	Gender Based Violence
GF	The Global Fund
HIV	Human Immunodeficiency Virus
NDOH	National Department of Health
IEC	Informative, Education, Communication
IPC	Infection Prevention Control
PPE	Personal Protective Equipment
PR	Principal Recipient
RFQ	Request for Quotation
WHO	World Health Organisation

## 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.

Amongst AFSA programmes there is COVID-19 Management programme, which highlights and support the most pressing issues in many South African societies from both healthcare and social system. The COVID-19 pandemic has highlighted the crucial need for comprehensive and effective infection prevention and control strategies. The global response to the pandemic has underlined the critical importance of well-trained healthcare professionals and people in preventing the spread of infectious diseases in the community.

In the context of rising health risks from infectious illnesses, there is a need for enhanced capacity building on infection prevention and Control. This is particularly critical in settings where hygiene practises are inadequate and spread of communicable diseases can be mitigated with proper trainings.

It is upon this background that AFSA seeks to appoint a service provider to provide trainings to the community health workers on Infection Prevention and Control (IPC). The training aims to:

- Increase awareness and understanding of transmission dynamics, including the modes of transmission and risk factors associated with airborne diseases.
- Provide comprehensive guidance on the implementation of preventive measures, proper ventilation, respiratory hygiene, personal protective equipment (PPE) usage, and environmental disinfection.

- Foster a culture of infection control compliance and adherence to recommended protocols among healthcare professionals, frontline workers, and community members.
- Enhance the capacity of trainers to effectively communicate key concepts and protocols related to infection prevention, thereby facilitating knowledge dissemination and behaviour change at the grassroots level.
- Promote collaboration and information sharing among stakeholders, including healthcare institutions, public health agencies, and community organizations, to strengthen collective response efforts and resilience against future disease outbreaks.
- **Importantly, this training must also empower participants to train others (training of trainers - TOT).**

## 2. OBJECTIVES

**The objective of the training is to equip participants with:**

- (1) Adequate knowledge & skills to effectively prevent disease transmission in the community (with a focus on airborne infections, respiratory diseases and gastrointestinal infections and similar). Training aims to increase awareness of disease transmission dynamics, provide guidance on preventive measures, foster infection control compliance, enhance capacity to communicate key concepts easily.
- (2) Training methodologies and facilitation skills to effectively deliver training to their peers, provide comprehensive and practical knowledge of Infection Prevention and Control.

## 1. SCOPE OF WORK

### 2.1. Material Development

- Develop comprehensive training materials for infection prevention and control by adapting existing resources from credible sources.
- Ensure materials are up-to-date, evidence-based, and suitable for diverse audiences (community health care workers and nurses).

**Important Note:**

The training materials should incorporate best practices, guidelines, and recommendations from reputable health organizations e.g. NDoH, WHO, CDC, etc.

### 2.2. Conduct Training

- Train the Trainers (ToT)-Train participants on facilitation skills, presentation techniques, and participant engagement strategies.
- Deliver a comprehensive training on IPC
- Ensure that trainers have a thorough understanding of key concepts, protocols, and procedures related to airborne infection prevention.
- Provide certificates of attendance to trained individuals.

### 2.3. Documentation

- Provide detailed documentation of training sessions, including agendas, attendance records, evaluation forms, and participant feedback.
- Conduct pre and post training questionnaire to the participants and analyse the results.
- Compile reports summarizing training outcomes, areas for improvement, and recommendations for future training initiatives.

#### Contracting period

The service provider will be contracted to develop the training material (trainers' and participants manual and roll out of the training to AFSA participants. The contract period will be determined in the service level agreement after appointment of the service provider, but this activity **must be completed by 30<sup>th</sup> Nov 2024.**

*Table 1: Table showing the number of participants to be trained in different groups*

Group #	Province	Training Venue	No of participants
1.	North West	Rustenburg	30
2.	Mpumalanga	Nelspruit	25
3.	Gauteng	Kempton Park	30
4.	KwaZulu-Natal	Richards Bay	25
5.	KwaZulu-Natal	Richards Bay	25
		<b>Total</b>	<b>173</b>

## 3. MINIMUM REQUIREMENTS / ELIGIBILITY OF THE CONSULTANCY

### Minimum requirements

- Bachelor's degree or diploma in a relevant field such as Public Health, Epidemiology, Nursing, Microbiology, Environmental Health, or a related discipline.
- Five years of experience conducting training in the health care sector.
- Five years' experience working in healthcare settings, public health agencies, or related industries where infection prevention measures are critical.
- Five years of experience in developing comprehensive training materials, including presentations, handouts, case studies, and interactive activities

### Other requirements

- Ability to facilitate group discussions, encourage active participation, and address questions and concerns from participants.

- Advanced report writing skills to document training outcomes, evaluate participant performance, and provide recommendations for improvement.
- Good understanding of local languages
- Fluent in at least two of the South African languages one of which must be an African language
- Availability to start immediately and complete activity 30<sup>th</sup> Nov 2024.

#### 4. REQUIRED DOCUMENTS

Service Provider that possesses the necessary experience and skills are invited to submit quotations to AFSA for consideration.

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 2: Required documents to be submitted with proposal.*

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.
*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-03		Two – three-page proposal. Describe how this project will be executed.
DOC-04		CV, including 2 contactable references.
*DOC-05		<b>Company or trading entity registration documents and IDs of Directors.</b> Sole Proprietor: Certified copy of identity document (If non-South African: attach work permit).
DOC-06		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		<b>Two examples of relevant and most recent work including reference letters. (Use a list /table)</b>
*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 will be disqualified. Documents are valid only if certified within 3 months of the closing date. Only short-listed candidates will be contacted.

## 5. EVALUATION 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 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.

## 6. TECHNICAL EVALUATION CRITERIA

*Table 3: Technical evaluation criteria*

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. DOC-03/04	10
Academic qualifications –all persons who will be involved in undertaking any part of this assignment. DOC-06	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. DOC-04 /09.	10
Highly developed written and communication skills (sample submitted). If no prior work submitted, this assessment will be based on the proposal submitted. DOC-03.	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 rate per head, inclusive of all training/administration /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-BBEE and quoted price.</i> DOC-11	20
Total	100



## 7. DELIVERABLES, REMUNERATION AND INSTITUTIONAL ARRANGEMENT

- The trainer should provide rates which will be applied for the duration of this training.
- AFSA will pay directly for travel logistics to activities, using standard AFSA procurement policies; so, these are to be excluded from quote.
- The trainer is expected to provide their own work tools (laptop, cell phone, airtime /data, and other basic work tools related to the training).
- Payment will be based on review and acceptance of the completed deliverables presented with required contractor paperwork /supporting documents.
- This consultant will work under the supervision of an AFSA Manager and will also interact with project staff and stakeholders in various districts. The trainer will be home-based but expected to regard Durban AFSA office as main project site, and thus any travel to meetings at the Durban office will be at the consultant costs. Virtual meetings will be used for most engagements between AFSA and consultant.
- Important: project /assignment will be considered successfully completed after submission and approval of final product /deliverable /milestone. Some deliverables require final approval /sign-off by multiple stakeholders. 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.

## 8. SUBMISSION INSTRUCTIONS

- Suitably qualified service providers /consultants are required to apply to [quotes@aims.org.za](mailto:quotes@aims.org.za) with this reference: **GLO03REQ11645 Infection Prevention and Control Training**” on the subject line, by **01 October 2024 at 11:00**.
- All enquiries are to be submitted in writing *only* to [quotes@aims.org.za](mailto:quotes@aims.org.za) with subject line clearly marked **“GLO03REQ11645 Infection Prevention and Control Training”**
- *If you are not contacted within 30 days of closing date, please consider your submission unsuccessful.*



DOC 02

## 9. DECLARATION OF INTEREST

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.

**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).

**2) 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:

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Name (please print):

Title (please print):

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10. COSTING TOOL

ITEM	QUANTITY /UNITS	UNIT PRICE (EXCL VAT)	TOTAL (EXCL VAT)
Material development- (present to AFSA before training starts. Submit slides, manuals, tools). <b><i>These materials become property of AFSA/Global Fund and can be used in future similar activities-for non-commercial purposes.</i></b> 1) Training of trainers	1		
Material development- (present to AFSA before training starts. Submit slides, manuals, tools). <b><i>These materials become property of AFSA/Global Fund and can be used in future similar activities-for non-commercial purposes.</i></b> 1) Infection prevention & control (IPC)	1		
Printing of training manuals	130		
Facilitation fee –training of trainers (1 day)	5 groups		
Facilitation fee –IPC (1day)	5 groups		
Printing of the certificates.	1 30		
Training report per group and 1 consolidated report (pre and post assessment, Agenda attendance register)	6		
Other (Specify)	1		
Other (Specify)	1		
<b>TOTAL</b>			<b>R</b>

