

TERMS OF REFERENCE

Safe Injecting Equipment

TENDER | 28 MARCH 2019



SUMMARY

Bid Number	RFP-NAC-PWID-2019-2
Title	Safe Injecting Equipment
Description (Summary for website - 100 words max)	NACOSA seeks the services of a suitably qualified company to provide safe injecting equipment for its People Who Inject Drugs (PWID) programme.
Questions to	Written questions to Leora Casey, Programme Specialist: leora@nacosa.org.za - NO TELEPHONIC COMMUNICATION DURING THE PERIOD WILL BE ALLOWED.
Submission to	Derek Gagiano, Cost and Management Accountant: derek@nacosa.org.za
Submission must include	<ol style="list-style-type: none">1. Signed cover letter2. Business profile3. Business Registration Certificate4. B-BBEE Certificates5. SARS tax clearance certificate6. Confirmation of banking details7. Signed code of conduct for suppliers8. Completed and signed declaration of interest9. Quote10. Sample of products11. Implementation plan
Deadline for submission	16h00 on Tuesday, 9 April 2019

1 | BACKGROUND

NACOSA is a **network** of over **1,500** civil society organisations working together to turn the tide on HIV, AIDS and TB in South Africa. NACOSA **promotes dialogue, builds capacity** with accredited training, mentoring and technical assistance and **channels resources** to support service delivery on the ground, particularly among **key populations** and **women and girls**.

As a principal recipient of the **Global Fund** and in partnership with **USAID** and **PEPFAR** and the **Departments of Health and Social Development**, NACOSA works at all levels – from international agencies and national government, right through to sub-district services and small, community groups.
NACOSA acts as a bridge between people and health and social services.

2 | PEOPLE WHO INJECT DRUGS PROGRAMME

In South Africa, People Who Inject Drugs (PWID) are identified as a key population, meaning that they are “a group of individuals that are most likely to be exposed to HIV and transmit it”.¹ People Who Inject Drugs are very vulnerable to HIV, TB and Hepatitis due to sharing of needles. The PWID programme will reach People Who Inject Drugs in seven identified districts across four provinces in South Africa. In order to reduce the vulnerability of the PWID population in the identified districts, NACOSA seeks to provide clean injecting equipment to the PWID population through this tender.

See below for a graphic representation of the PWID programme:

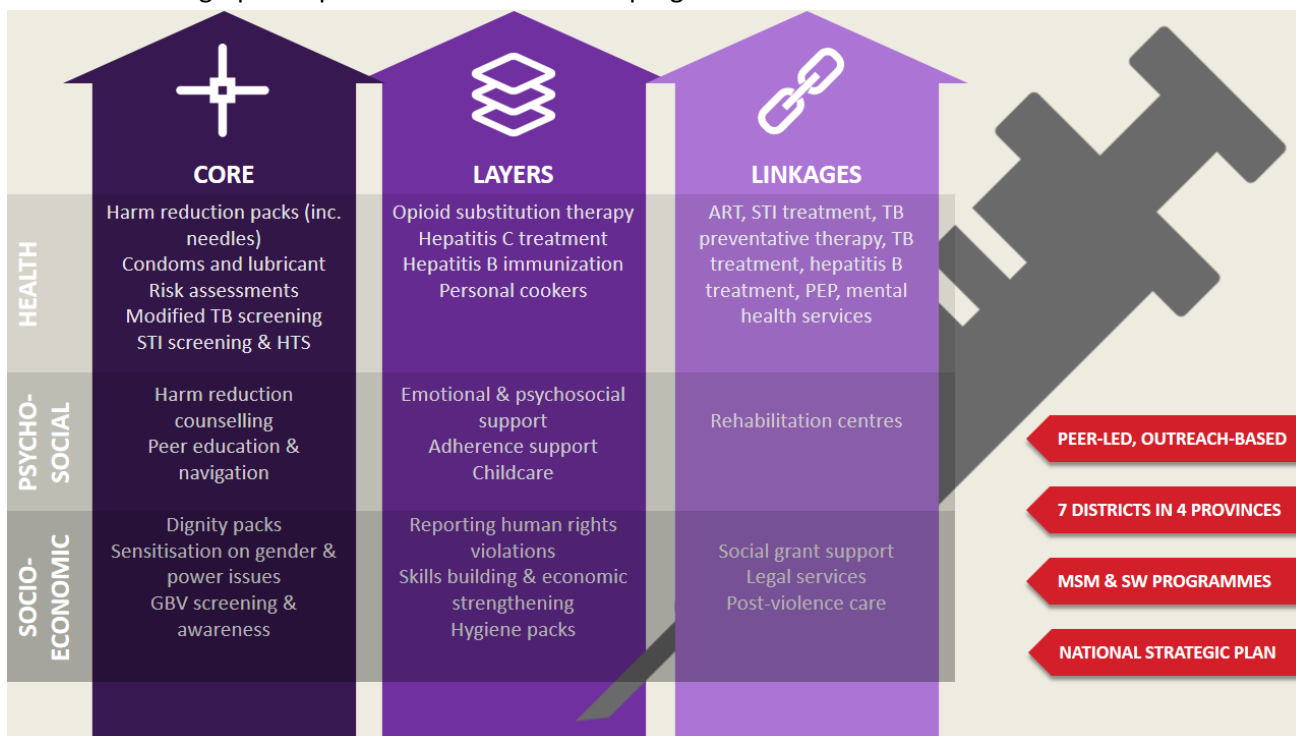


Figure 1 | Graphic PWID Programme description

3 | SCOPE OF WORK

NACOSA invites the services of a suitably qualified company to supply high quality safe injecting equipment for the PWID programme. Experience in providing safe injecting equipment for similar programmes is beneficial.

Deliverables

Products

The successful company will provide the following goods to NACOSA per quarter:

- Harm reduction packs consisting of safe injecting equipment
 - 15 x 29G, 1ml Syringes, PLASTIC, LATEX FREE WITH FIXED NEEDLE FOR INSULIN INJECTION, Nominal capacity: 0,5 ml, 100 units per ml, Needle: 29G (0,33 mm) x 12,5 - 12,7 mm, Single

¹ SANAC. 2017. South African National Strategic Plan for HIV, STIs, and TB, 2017-2022. Pretoria.

use, sterile path, To comply with the latest issue of SANS 1166, Packed in units of 15 syringes in a plastic packet, 15 Packets in a box. (pink only)

- 2 x cotton wool balls
- 15 x alcohol swabs
- 4 x 10ml ampule sterile Water for Injection
- 2 x safety cookers
- 1 x midi black bag
- Tourniquets
- 0.3L black personalised sharps containers

Packing

The cost of packing each harm reduction pack should be costed based on the unit cost of each item. The following should be considered:

- Care should be taken to assure that the packaging (presentation) of products as samples be those supplied.
- Harm reduction packs shall be packed in acceptable, good quality and agreed upon black midi bags.
- The number of units in a box shall appear on the packaging. The packaging shall be uniform for the duration of the contract period.
- The following information shall be clearly and indelibly printed on the boxes that will be delivered to each site in letters not less than 10mm in height:
 - The description and quantity of the contents;
 - The expiry date; where only numerals are used the year shall be given in four digits;

Products are to be packed in suitable boxes in such a manner as to ensure adequate protection against deterioration in storage from the effect of light and/or moisture.

Shelf life of products

- Where applicable, products, upon delivery must have at least 12 months of shelf-life before date of expiry.
- Any delivery of short dated supplies without prior written approval will be subjected to paragraph as above and the calculated balance (short dated stock) of any order will be returned to the supplier at his/her costs and a 5% administration fee.
- Contracted suppliers may make written applications to deliver material with a shorter shelf-life, provided such applications are accompanied by an undertaking that such short-dated stock will be unconditionally replaced before or after expiry and that such applications are approved before execution of the orders.
- Provided also that any such written application must include an undertaking by the contractor to apply the following discount formula when supplying short dated stock. $A=2(12 - \text{months to date of expiry}) \% \times \text{consignment value short dated stock}$. Therefore, amount to be invoiced is: $\text{Consignment value} - A$, where A is the discount formula.
- Any participating PWID Sub-Recipient and/or NACOSA may, without prejudice, decline written applications to deliver stock with a shelf-life of less than 12 months.

Product information documents

- Product information documents must accompany bid documents.
- It is the responsibility of the bidder to provide NACOSA with adequate information on all products.

Product compliance

- All products are to be SABS approved or if imported, quality assured with evidence of such approval.

Samples

- NACOSA requires samples of all products requested in this bid. These samples are to be delivered with the bid.

Storage

- Storage costs of the products to be factored into the overall costing.
- Storage is to be suitable and ensure adequate protection against deterioration from the effect of light and/or moisture.

Freight

- Once procured and packed, the goods will be packed as per the above guidelines and delivered to the districts listed below.
- The deliveries need to be done within the timelines stipulated.
- NACOSA will supply the successful bidder with distribution lists.

Insurance

The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in this document.

Timeframes

The ordered quantities of the following **harm reduction packs** are required to be delivered per site as from May 2019 and every quarter after that as per the following:

Province	District	Q1: Number of harm reduction packs – delivery by 3 May 2019	Q2: Number of harm reduction packs – delivery by 5 Jul 2019	Q3: Number of harm reduction packs – delivery by 6 Sep 2019	Q4: Number of harm reduction packs – delivery by 8 Jan 2020
Eastern Cape	Nelson Mandela Bay Metropolitan	1,050	1,575	2,250	2,250
Gauteng	Ekurhuleni	1,050	1,575	2,250	2,250
	Sedibeng	1,050	1,575	2,250	2,250
	City of Johannesburg	14,337	21,505	30,722	30,722
Kwa-Zulu Natal	eThekweni	2,615	3,922	5,603	5,603
	Umgungundlovu	1,050	1,575	2,250	2,250
Western Cape	Cape Town	3,186	4,779	6,827	6,827
	TOTAL	24,338	36,505	52,151	52,151

The successful company should be able to provide **tourniquets** to be delivered with the harm reduction packs per site as from 1 April 2019 and every quarter months after that for the duration of the grant:

Province	District	Q1: Number of tourniquets – delivery by 3 May 2019	Q2: Number of tourniquets – delivery by 5 Jul 2019	Q3: Number of tourniquets – delivery by 6 Sep 2019	Q4: Number of tourniquets – delivery by 8 Jan 2020
Eastern Cape	Nelson Mandela Bay Metropolitan	187	187	187	188
Gauteng	Ekurhuleni	187	187	187	188
	Sedibeng	187	187	187	188
	City of Johannesburg	2,561	2,560	2,560	2,560
Kwa-Zulu	eThekwini	467	467	467	467
Natal	Umgungundlovu	187	187	187	188
Western Cape	Cape Town	569	569	569	569
	TOTAL	4,345	4,344	4,348	4,348

The successful company should be able to provide **0.3L black personalised sharps containers** to be delivered per site:

Province	District	Q1: Number of personalised sharps containers – delivery by 3 May 2019	Q2: Number of personalised sharps containers – delivery by 5 Jul 2019	Q3: Number of personalised sharps containers – delivery by 6 Sep 2019	Q4: Number of personalised sharps containers – delivery by 8 Jan 2020
Eastern Cape	Nelson Mandela Bay Metropolitan	2,250	2,250	3,196	3,196
Gauteng	Ekurhuleni	2,250	2,250	3,196	3,196
	Sedibeng	2,250	2,250	3,196	3,196
	City of Johannesburg	30,559	30,559	43,652	43,652
Kwa-Zulu	eThekwini	5,575	5,575	7,954	7,954
Natal	Umgungundlovu	2,250	2,250	3,196	3,196
Western Cape	Cape Town	6,777	6,777	9,692	9,692
	TOTAL	51,911	51,911	74,082	74,082

Please note: The numbers above may change over the grant period. Should the selected company provide quality services and timely product delivery, there is the potential for contract extension after the first year.

The following reports must be submitted on a quarterly basis to NACOSA:

- (a) Delivery period adherence
- (b) Quality adherence
- (c) Actual quantities ordered vs estimated quantities forecasted

Budget

NACOSA is a non-profit and public benefit organisation with a limited marketing budget, entirely funded by donors. This means we need a high quality but cost-effective service through a transparent procurement process.

As stipulated above, the price must include import freight charges, customs clearance charges and insurance for all products.

4 | BIDDING & TENDER REQUIREMENTS

Successful companies should have:

- A demonstrated ability to access the number of commodities required within the tight timeframes
- Legal status recognised to work in South Africa, enabling the organisation to perform the above-mentioned tasks
- Demonstrated ability to deliver quality products for the population or related past experience
- Good administration and project management ability
- Bidders may only submit bids for all products being tendered for.
- Only offers that meet the technical specifications in all aspects as stipulated in the bid document will be considered further.

As a non-profit networking organisation committed to transformation in South Africa, NACOSA welcomes tenders from black-owned enterprises, people living with HIV, women and people with disabilities.

SUBMISSION OF TENDER BIDS

Interested companies should submit:

1. Please note that completed tender documents may not be submitted by fax or email. Completed bid documents, including an electronic copy on a disk in a closed envelope together with a marked sample pack must be hand delivered to:

Mr Derek Gagiano
NACOSA,
3rd Floor,
East Office Tower,
CANAL WALK, CENTURY BOULEVARD, CENTURY CITY,
7441

2. The name and address of the bidder and the bid number must be indicated on the envelope. All bids received in sealed envelopes with the relevant bid number on the envelopes will be kept unopened in safe custody until the closing time of the bids. However, where a bid is received open, it shall be sealed.
3. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
4. Bids will be opened as soon as practicable after the closing time of the bid.

Tender Bids must be submitted by 16h00 on Tuesday 9 April 2019 to:

PLEASE NOTE: *No telephonic queries will be entertained by any NACOSA staff member. Written questions may be mailed to Leora Casey at Leora@nacosa.org.za. All questions and answers will be posted on a daily basis to the NACOSA website under NEWS for access by all bidders. Only written bids will be accepted and reviewed – no late bids will be reviewed.*

1. All bids submitted in reply to this invitation must incorporate all required certificates and other documentation forming part of this invitation to bid.
2. Please provide the following information numbering documents as per table below:

1	Signed cover letter on business stationery, including Contact details: Name of Contact Person; E-mail address; Telephone number
2	Business Profile
3	Business Registration Certificate
4	B-BBEE Certificate
5	SARS Tax Clearance Certificate - Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid.
6	Letter from a financial institution confirming banking details.
7	Signed Code of Conduct for Suppliers of services related to Global Fund financing (Bidders must read this document and sign each page of the document as evidence of their understanding of and compliance to the Code).
8	Completed and Signed Declaration of Interest (Annex A)
9	<p>9.1 One quotation, inclusive of VAT but stated separately, for group of supplies providing separate costing on the following aspects based on the quantities provided in the tables in this document:</p> <ul style="list-style-type: none"> ○ Harm reduction packs consisting of safe injecting equipment: <ul style="list-style-type: none"> ✓ 15x 29G, 1ml insulin needles and syringes (pink only) ✓ 2x cotton wool balls ✓ 15x alcohol swabs ✓ 4x 10ml ampule sterile injectable water ✓ 2x safety cookers ✓ 1x midi black bag ○ Tourniquets ○ 0.3L black personalised sharps containers ○ Packing of products according to specifications ○ Freight for products <p>9.2 State that all prices tendered for are firm.</p> <p>9.3 Indicate if the products tendered for are manufactured in South Africa. If not, state country of manufacture.</p>
10	Sample of a packed harm reduction pack, tourniquet, and personalised sharps container
11	Details of any value add or value for money benefit offered as part of bid
12	A plan on how delivery will be executed. If the bidder plans to source stock from another manufacturer or distributor, a letter of undertaking from such manufacturer or supplier must be attached.

Evaluation Criteria for Tenders

The selection process will be completed by the tender adjudication committee which will include representatives drawn from the PWID community and other key stakeholders identified by NACOSA.

The following criteria will be used:

ELEMENT	RATING
ELEMENT	0-20/100
Professionalism of Bid and compliance to Bid specifications	
Total cost	0-40/100
Able to deliver all items requested in TOR	0-20/100
Lead time and delivery	0-20/100

NETWORKING HIV & AIDS COMMUNITY OF SOUTHERN AFRICA NPC NACOSA

3rd Floor, East Tower | Century Boulevard | Century City | Cape Town
t. 021 552 0804 | f. 021 552 7742 | e. info@nacosa.org.za

Non-Profit Organisation: NPO 190-030 | Public Benefit Organisation: PBO 930056308
Non-Profit Company: 2015/448924/08 | VAT Number: 473 0273 234 | Section 18A Tax Exempt
Accredited by the Health & Welfare SETA | Level 1 B-BBEE Entity (135% recognition)

Nacosa.org.za

DECLARATION OF INTEREST
RFP-NAC-PWID-2019-2

It is a requirement that the bidder or his/her/their authorized representative shall declare his/her/their interest or any relationship with NACOSA, any of its employees or persons who are known to be involved with the evaluation/adjudication of the bid.

1. Are you or any person connected with the bid, employed by NACOSA, any of its employees or persons who are known to be involved with the evaluation or adjudication of the bid?

YES / NO

1.1 If, YES, provide details _____

2. Do you or any person connected with the bid, have a relationship (family, friend, other) with a person employed by NACOSA or persons known to be involved with the evaluation or adjudication of this bid.

YES / NO

2.1 If, YES, provide details _____

3. In signing and submitting this tender document you further certify that this bid has been independently completed without collusion with any other bidder or competitor and that no person employed by NACOSA has been involved in this bid preparation.

SIGNATURE OF DECLARANT

DATE

POSITION OF DECLARANT

NAME OF BIDDER