

# TERMS OF REFERENCE

## Supply and Activate Data Recharge Units for My Journey AGYW Programme



August 2021

CFP-50-AGYW-07-2021

### 1. SUMMARY

Title	Supply and Activate Data Recharge Units for My Journey AGYW Programme
Reference	CFP-50-AGYW-07-2021
Description	NACOSA seek the services of a company to supply and activate data recharge units to specific mobile phone of the AYGW participating in the program.
Questions by email only to	<a href="mailto:Queries@nacosa.org.za">Queries@nacosa.org.za</a> with the reference in the subject line. Questions may be submitted on or before 13 August 2021.
Submission by email	<a href="mailto:proposals@nacosa.org.za">proposals@nacosa.org.za</a>
Submission must include	<ol style="list-style-type: none"> <li>1. A company profile.</li> <li>2. PIN for Tax clearance certificate verification</li> <li>3. Valid B-BBEE Certification</li> <li>4. Signed Code of Conduct for Suppliers of services related to Global Fund financing (sign each page): <a href="https://www.nacosa.org.za/2017/03/14/code-of-conduct-for-suppliers">https://www.nacosa.org.za/2017/03/14/code-of-conduct-for-suppliers</a></li> <li>5. Completed and Signed Declaration of Interest (Annexure 1): <a href="https://www.nacosa.org.za/wp-content/uploads/2019/10/DECLARATION-OF-INTEREST.pdf">https://www.nacosa.org.za/wp-content/uploads/2019/10/DECLARATION-OF-INTEREST.pdf</a></li> <li>6. Detailed quotation</li> <li>7. Details of any value add or value for money benefit offered as part of bid (Optional)</li> <li>8. Confirmation of Banking Details <b>Applicable for Company or CC</b></li> <li>9. Company documents detailed bellow <b>Applicable for Sole Proprietorship</b></li> <li>10. Owner documents detailed bellow .</li> </ol>
Deadline for submission	17h00 on 20 August 2021

### 2. BACKGROUND

NACOSA is one of three organisations managing a national Adolescent Girls and Young Women (AGYW) Programme funded by the Global Fund. Girls and young women, aged 15-24 years, are one of the populations most vulnerable to HIV in South Africa. The programme aims to increase retention in school, decrease HIV incidence, teenage pregnancy and gender-based violence, and increase economic opportunities for young women and girls.

NACOSA reach AGYW in communities in:

- Mitchells Plain sub-district of the City of Cape Town District (Western Cape),
- Klipfontein sub-district of the City of Cape Town District (Western Cape),
- Tshwane 1 sub-district of Tshwane District (Gauteng) and
- Rustenburg Sub-district of the Bojanala District (North West).

To be most effective, the Programme requires AGYWs to fully participate in the programme to ensure maximum benefit however, attracting and retaining AGYW on the programme has been found to be a challenge. Figure 1 demonstrates five different strategies aimed at enhancing retention of AGYW reached via the programme. Incentives are one of the core strategies.

Figure 1: Types of Retention Strategies



## 3. SCOPE OF WORK

NACOSA seek the services of a company to supply and activate data recharge units to specific mobile numbers of AGYW participants.

The data recharge units will need to be delivered to a mobile number that either sends a specific number/code to a reverse charged/billed SMS number or a USSD number. The mobile number that initiates the SMS/USSD will be verified from a defined list. Where the number is on this defined list the bidding company will activate the data to that number.

The bidding company should:

- Confirm you have the processes in place to verify the incoming SMS/USSD originating mobile number to our supplied list of mobile numbers only.
- Confirm you can verify on which mobile network the originating mobile number operates on.
- Be able to activate the data to the originating mobile number.
- Send a SMS to the mobile originating number confirming the data has been activated.
- Provide NACOSA with daily reports and a reconciliation of which numbers has sent the activating SMS/USSD and have received their data.
- Provide exception and audit reports.
  - Exception: Multiple attempts following successful delivery
  - Exception: Invalid requests
  - Audit: SMS/USSD reverse billed transactions
  - Audit: Successful recharge transaction listing

### 3.1 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 data recharge units to a mobile number at a reasonable cost and per our delivery schedule.
- Capable administration and transaction reporting.
- A valid tax clearance certificate.
- A B-BBEE certificate or affidavit.

Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered.

### 3.2 Contracting period

The successful bidder will contract to deliver data recharge units over a 12-month period. The first batch of recharges units will be 26 558 units of three (3) gigabytes of data. NACOSA will advise in writing of further and subsequent data quantities and batch delivery dates.

### 3.3 Timeframes

The first delivery of data recharge units is expected by 23 August 2021.

ACTION	RESPONSIBLE	DATE
Successful bidder appointed	NACOSA	31 August 2021
Data Recharge Contract delivered	NACOSA	10 September 2021
Contract signed	NACOSA/Successful bidder	17 September 2021
First delivery per NACOSA list	Successful bidder	23 September 2021

Further lists will be sent by NACOSA to the successful bidder on a weekly basis.

### 3.4 Budget

NACOSA is a non-profit and public benefit organisations with a limited budget. This programme is funded by the Global Fund. We require a high quality, cost-effective and competitive service.

## 4. SUBMISSION OF BIDS

Bidders may choose to bid and quote on one or either options of using a SMS or USSD to activate the data recharge units. The bid must separate the service provision charge detail from the face value data recharge unit price.

### 4.1 Bidding Documents

**Please submit the following information as part of your bid:**

1. A company profile.
2. PIN for Tax clearance certificate verification (verification will be done with SARS filing).
3. **Valid B-BBEE Certification:**
  - Copy of a certificate from a SANAS accredited Verification Agency; or
  - A signed Exempt Micro Enterprise (EME) affidavit with the required information<sup>1</sup>; or
  - A signed Qualifying Small Enterprise (QSE) affidavit with the required information<sup>2</sup>.Any EME or QSE is only required to obtain an affidavit on an annual basis, confirming:
  - Annual Total Revenue of R10 Million or less for EME or between R10 Million and R50 Million for QSE.
  - Level of Black OwnershipANY MISREPRESENTATION IN TERMS OF THE ABOVE CONSTITUTES A CRIMINAL OFFENCE as set out in the B-BBEE Act as amended.

<sup>1</sup> [http://www.thedtic.gov.za/wp-content/uploads/BEE\\_Affidavit-EME-Gen.pdf](http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-EME-Gen.pdf)

<sup>2</sup> [http://www.thedtic.gov.za/wp-content/uploads/BEE\\_Affidavit-QSE-Gen.pdf](http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-QSE-Gen.pdf)

4. Signed Code of Conduct for Suppliers of services related to Global Fund financing (sign each page): <https://www.nacosa.org.za/2017/03/14/code-of-conduct-for-suppliers>
5. Completed and Signed Declaration of Interest: <https://www.nacosa.org.za/wp-content/uploads/2019/10/DECLARATION-OF-INTEREST.pdf>
6. Detailed quotation. The following address should be used on the Quote:

**NACOSA**

3<sup>rd</sup> Floor

East Office Tower

Canal Walk

Century Boulevard

Century City

7441

VAT nr: 4730273234

7. Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank, bank statement or cancelled cheque.

**8. Applicable for Company or CC**

Company documents (if applicable). The following is required for applications from companies or CCs:

- 8.1. Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and list of active Directors or Members.
- 8.2. Certified copy of ID documents of the Directors or Members
- 8.3. Most recent year's financial statements showing comparative figures
- 8.4. Proof of Public Indemnity Cover for minimum of R1 million

**9. Applicable for Sole Proprietorship**

Owner documents (if applicable). The following is required for applications by Sole Proprietorships:

- 9.1. Certified copy of ID documents of the Owner
- 9.2. Most recent year's financial statements showing comparative figures
- 9.3. Proof of Public Indemnity Cover for minimum of R1 million

**10. Submission dates and details**

- **Tender Bids must be submitted no later than 17h00 on 20 August 2021.** This due date and time include the completed online form. No late bids will be reviewed.
- **Bids must be submitted online to:** [proposals@nacosa.org.za](mailto:proposals@nacosa.org.za) using the reference number [CFP-50-AGYW-07-2021](#) in the email subject line.
- **PLEASE NOTE:** No telephonic queries will be entertained by any NACOSA staff member. Written questions may be mailed to [queries@nacosa.org.za](mailto:queries@nacosa.org.za) with the tender reference in the subject line (*The system automatically allocates questions to the relevant person based on the reference number, without the reference number your question might not be answered*). All questions and answers will be replied to by posting online at (<https://www.nacosa.org.za/latest/>)  
Questions may be submitted until 13 August 2021.

## 5. EVALUATION CRITERIA FOR PROPOSALS

Only submissions that meet the technical specifications in all aspects as stipulated in this term of reference will be considered. Evaluation will be split into 3 stages:

### 5.1 Evaluation Stage 1: Correctness and Completeness

Bidders must provide the above documentation as specified.

Please note: The absence of:

- A set of bidding documents to be submitted to NACOSA online.
- A detailed cost breakdown for the goods/services required in the terms of reference.
- The following documentation automatically disqualifies the bid:
  - A valid tax clearance certificate
  - A B-BBEE certificate or Affidavit

### 5.2 Evaluation Stage2: Technical Evaluation

Once the proposals have been evaluated on Correctness and Completeness, an evaluation panel will allocate points (on a points scale specified per function) according to the criteria set out in the functionality table below. Bidders must obtain a minimum of 70 out of 100 to be shortlisted. Shortlisted bidders will be evaluated on Price & B-BBEE (refer to Adjudication process on Price & B-BBEE).

FUNCTION	RATING	WEIGHTING
Demonstrable organizational maturity and stability shown by organization's age.	1 point = 0 - 1 year 2 points = 2-3 years 3 points = 3-4 years 4 points = 4- 5 years 5 points = >5 years	20%
Demonstrable experience with data recharges across all networks	1 point = 1 similar project undertaken in the last 2 years 2 points = 2- 3 similar projects undertaken in the last 2 years 3 points = 4+ similar projects undertaken in the last 2 years	20%
Capacity to deliver. The bidding organization must be able to demonstrate that it has adequate processes to deliver 26558 data recharge units to a South African mobile number	0 = Inadequate proof given 5 = Proof given that adequate equipment and processes	60%

### 5.3 Evaluation Stage 3: Price

Bidders whose bids achieve a minimum of 70% on the above technical evaluation will continue to be evaluated on price. Bids that do not meet the 70% threshold will be excluded from the process. The Preference Point System (PPS) applicable to this bid is 80/20

*A maximum of 80 points is allocated for price on the following basis:*

CRITERIA	NUMBER OF POINTS
Price	80
B-BBEE	20
<b>Total Points</b>	<b>100</b>

#### Price points calculation formula as follows:

The calculation for price points will be conducted as follows:

$$PS = P \left[ \frac{1 - (Pt - Pmin)}{Pmin} \right]$$

Where:

PS = Points scored for comparative price of tender/offer under consideration

P = Maximum points

Pt = Comparative price of tender/offer under consideration

Pmin = Comparative price of lowest acceptable tender/offer. Points scored will be rounded-off to the nearest 2 decimal places

#### Example

P = Maximum points to be obtained is 80.

Pt = Comparative price of tender/offer under consideration, for example John Smith Inc. quoted R520 000.00.

Pmin = Comparative price of lowest acceptable tender/offer, for example Jane Wesson Inc. quoted R430 000.

$$PS = 80 \left[ \frac{1 - (520\,000 - 430\,000)}{430\,000} \right]$$

PS = 63.26 scored out of 80 for John Smith Inc.

#### B-BBEE points calculation as follows:

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## 5.4 Pricing

Prices proposed should be exclusive of Value Added Tax (VAT). It is an expressed requirement of this Call for Proposals tender that Bidders provide transparency in respect of their pricing approach. In this regard, Bidders must indicate the basis upon which they have calculated their pricing by giving a detailed quotation. There must be no hidden costs.

## 5.5 Appointment of Service Providers

1. A Selection Committee will select the service provider. The Committee reserves the right to request any, or all, of the bidders to meet to clarify their proposal.
2. The Committee is not bound to accept the lowest or any proposal.
3. The proposal will be evaluated against the review matrix provided above.
4. The Committee may, entirely at its discretion, decide to:
  - Make award of contracts subject to such conditions as NACOSA may determine at the stage of awarding the contracts.
  - Commission the work in two or more phases should it become evident that this is necessary.
  - Review and modify the evaluation criteria.
  - Not award contracts.

## 5.6 Payment Terms of Performance

1. The successful bidder will be required to sign a contract to deliver in terms of this terms of reference requirements.
2. Our following Terms and Conditions of Delivery and Payment shall be applicable to all commercial transactions of the contract as noted in 5.5.1.
3. Our Terms and Conditions of Delivery and Payment shall apply exclusively. We shall not accept terms and conditions of the successful bidder that conflict with or deviate from our Terms and Conditions of Delivery and Payment unless we have given our express written consent to their application.
4. Collateral agreements, amendments to these terms and conditions as well as deviations from these terms and conditions must be agreed upon in writing.
5. The agreed prices shall be ex-works prices exclusive of value-added tax, which shall be added at the statutory rate valid on the day of delivery. Transportation, insurance, and other incidental expenses shall not be included in the price, and shall be billed separately, where applicable. Any charges, taxes, or other levies in connection with delivery shall be borne by the bidder.
6. Payment will be strictly on a proof of delivery and goods received note as designated by our schedule of deliveries, invoiced and payable 7 (seven) days from date of invoice.

# NETWORKING HIV & AIDS COMMUNITY OF SOUTHERN AFRICA

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## NACOSA

3rd Floor, East Tower | Century Boulevard | Century City | Cape Town

**t.** 021 552 0804 | **f.** 021 552 7742 | **e.** [info@nacosa.org.za](mailto:info@nacosa.org.za)

Non Profit Organisation: NPO 017-145A | Public Benefit Organisation: PBO 18/11/13/1602 Non Profit Company: NPC 2015/448924/08 | VAT registered, number: 473 0273 234  
Section 18A Tax Exempt | Accredited by the Health & Welfare SETA | Level 2 B-BBEE Entity (110% recognition)

**Nacosa.org.za**



# ANNEXURE 1: DECLARATION OF INTEREST

## DECLARATION OF INTEREST

CFP-50-AGYW-07-2021

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**

# ANNEXURE 2: INVITATION TO BID

## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS TO SUPPLY AND ACTIVATE DATA RECHARGE UNITS TO SPECIFIC MOBILE PHONES**

**BID NUMBER:** CFP-50-AGYW-07-2021    **CLOSING DATE:** 20 AUGUST 2021    **CLOSING TIME:** 17H00

**DESCRIPTION:** NACOSA seek the services of a company to supply and activate data recharge units to specific mobile phones of the AYGW participating in the program.

The successful bidder will be required to fill in and sign a written contract.

- Bids must be submitted online to: [proposals@nacosa.org.za](mailto:proposals@nacosa.org.za) using the reference number CFP-50-AGYW-07-2021 in the email subject line.
- PLEASE NOTE: No telephonic queries will be entertained by any NACOSA staff member. Written questions may be emailed to [queries@nacosa.org.za](mailto:queries@nacosa.org.za) with the tender reference in the subject line. NOTE: The system automatically allocates questions to the relevant person based on the reference number. Without a reference number, your question may not be answered. All questions and answers will be replied to online at [www.nacosa.org.za/latest](http://www.nacosa.org.za/latest). Questions may be submitted until 13 August 2021.

**THE FOLLOWING PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED.**

**NAME OF BIDDER:** \_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER: DIALLING CODE:** \_\_\_\_\_ **NUMBER:** \_\_\_\_\_

**CELLPHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**VAT REGISTRATION NUMBER:** \_\_\_\_\_

**SIGNATURE OF BIDDER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CAPACITY UNDER WHICH THIS BID IS**

**SIGNED:** \_\_\_\_\_

## ANNEXURE 6: DOCUMENT CHECKLIST

### DOCUMENT CHECKLIST

No	Document	Tick = Yes
1	A company profile.	<input type="checkbox"/>
2	PIN for Tax clearance certificate verification (verification will be done with SARS <u>eFiling</u> ).	<input type="checkbox"/>
3	Valid B-BBEE Certification: 3.1 Copy of a certificate from a SANAS accredited Verification Agency; or 3.2 A signed Exempt Micro Enterprise (EME) affidavit with the required information; or 3.3 A signed Qualifying Small Enterprise (QSE) affidavit with the required information. Any EME or QSE is only required to obtain an affidavit on an annual basis, confirming: <ul style="list-style-type: none"> <li>Annual Total Revenue of R10 Million or less for EME or between R10 Million and R50 Million for QSE.</li> <li>Level of Black Ownership</li> </ul>	<input type="checkbox"/>
4	Signed Code of Conduct for Suppliers of services related to Global Fund financing (sign each page): <a href="https://www.nacosa.org.za/2017/03/14/code-of-conduct-for-suppliers">https://www.nacosa.org.za/2017/03/14/code-of-conduct-for-suppliers</a>	<input type="checkbox"/>
5	Completed and Signed Declaration of Interest: <a href="https://www.nacosa.org.za/wp-content/uploads/2019/10/DECLARATION-OF-INTEREST.pdf">https://www.nacosa.org.za/wp-content/uploads/2019/10/DECLARATION-OF-INTEREST.pdf</a>	<input type="checkbox"/>
6	A Project Plan (if applicable)	<input type="checkbox"/>
7	Customer/Supplier References (per the Terms of Reference)	<input type="checkbox"/>
8	Detailed Quotation	<input type="checkbox"/>
9	Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank, bank statement or cancelled cheque.	<input type="checkbox"/>
10	Company documents: Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and list of active Directors or Members	<input type="checkbox"/>
11	Certified copy of ID documents of the Directors or Members	<input type="checkbox"/>
12	Most recent year's financial statements showing comparative figures	<input type="checkbox"/>
13	Proof of Public Indemnity Cover for minimum of R1 million	<input type="checkbox"/>
14	Declaration of Interest – Completed and signed	<input type="checkbox"/>
15	Printed copy of the Online Costing Form (Sec 4.2 of TOR)	<input type="checkbox"/>