



TERMS OF REFERENCE

Supply, Print and Delivery of My Journey Programme Forms

PROJECT	Supply, Print and Delivery of forms (data collection tools)		
REFERENCE	CFP-03-AYP-11-2023	DATE	16 November 2023
SUMMARY	NACOSA is implementing an age-appropriate, HIV prevention, Adolescent and Young People (AYP) programme. To support the implementation of the programme, NACOSA requires a service provider to print and deliver data collection documents to the implementing organisations in Klipfontein and Mitchells Plain in the Western Cape; Sol Plaatje in the Northern Cape and Tshwane 1 in Gauteng Province.		
QUESTIONS	Questions can be addressed by email only to Queries@nacosa.org.za with the reference in the subject line. Questions may be submitted on or before 27 November 2023		
BRIEFING SESSION	There will be no briefing session		
DEADLINE	<i>Closing Date 04 December 2023 @ 13h00. All proposals to be submitted to proposals@nacosa.org.za</i>		
DOCUMENTS	<ol style="list-style-type: none"> 1. Terms of Reference 2. Annex 1: Bidding Form 3. Annex 2: Data Collection Tools Specifications 4. Pricing Template 		

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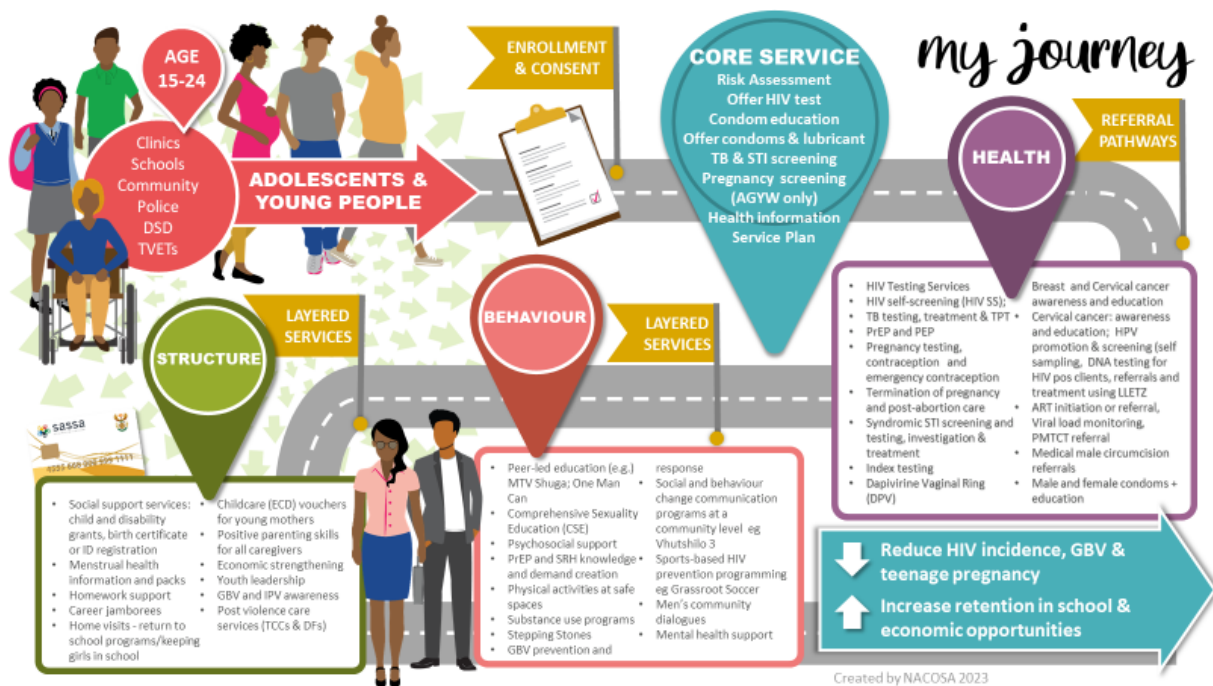
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1. BACKGROUND

AIDS is the leading cause of death among young people (aged 10-24) in Africa. Half of the 15-19s living with **HIV** live in just 6 countries: South Africa, Nigeria, Kenya, India, Mozambique and Tanzania. Adolescent girls & young women particularly at-risk: estimated 1,600 new infections per week in South Africa. Risk factors include: early sexual debut, age-disparate relationships, transactional sex, gender-based violence, unplanned pregnancy, dropping out of school and substance misuse young women between 15 and 24 are 3 times more likely to acquire HIV than their male peers.

NACOSA is one of three organisations implementing a national Adolescent and Young Peoples (**AYP**) programme funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria. The AYP programme offers a risk avoidance, age-tailored combination prevention programme, targeting **AGYW**, **ABYM**, **ALHIV** and youth with disabilities in and out of school and aims to increase retention in school, decrease HIV incidence, teenage pregnancy and gender-based violence, and increase economic opportunities.

NACOSA aims to reach 290 182 AYP between 10-24-year old over three years in target communities namely Gauteng, Western Cape and Northern Cape, supporting them on a journey from vulnerability to safety, health and wellbeing.



2. SCOPE OF WORK

NACOSA seeks to appoint a service provider that will print and deliver data collection documents to community-based implementing organisations in 4 sub-districts in South Africa. The objective is to provide implementing organisations with data collection tools monthly. The successful bidder must print and collate forms into packs. The complete packs must then be delivered to the indicated delivery sites (**refer to Annex 1**).

The forms are to be printed as follows:

- Ink: black
- white 80gsm A4 paper.
- The forms are to be collated into sets and must be packed into bundles consisting of 100 sets
- Final print versions will be supplied to the printer before printing can take place

For detailed specifications of the forms refer to Annex 2 and the forms to be printed are as follows,

Document Type	Number of pages
Enrolment form	2- page document
Referral form	1-page document
Risk Assessment form	4-page document
Service Plan form	4-page document
Tracking tool form	2- page document
Biomedical form	4-page document
MSP form	4-page document

Storage and distribution

NACOSA requires the storage and distribution of the forms to the specified sites thus delivery to the indicated sites must be included in the pricing.

3. PRICING INSTRUCTIONS

- State the rates and prices in Rand unless instructed otherwise in the tender conditions.
- Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.
- All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
- Provide fixed rates and prices for the duration of the contract that are not subject to adjustment.

4. SUBMISSION REQUIREMENTS

All bids submitted in reply to this invitation must incorporate all required certificates and documentation forming part of this invitation to bid.

All submissions must in the format of Annex 1 – Bidding Form, any deviations from this format will invalidate the bid.

DOCUMENTS

	ITEM	<input checked="" type="checkbox"/>
1.	Completed Invitation to Bid Form	
2.	Company Profile	
3.	PIN for Tax clearance certificate verification (<i>verification will be done with SARS eFiling</i>)	
4.	Valid B-BBEE Certification <ul style="list-style-type: none"> • Copy of a certificate from a SANAS accredited Verification Agency OR • A signed Exempt Micro Enterprise (EME) affidavit with the required information¹ OR • A signed Qualifying Small Enterprise (QSE) affidavit with the required information². Any EME or QSE is only required to obtain an affidavit on an annual basis, confirming: <ul style="list-style-type: none"> – Annual Total Revenue of R10 Million or less for EME or between R10 Million and R50 Million for QSE. – Level of Black Ownership <p>ANY MISREPRESENTATION IN TERMS OF THE ABOVE CONSTITUTES A CRIMINAL OFFENCE AS SET OUT IN THE B-BBEE ACT AS AMENDED.</p>	
5.	Completed and Signed Declaration of Interest	
6.	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	
7.	Detailed price quotation	
8.	Reference letters (dated and not older than five (5) years)	
9.	Supporting documents applicable for a Company or CC : <ul style="list-style-type: none"> • Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and list of active Directors or Members. • Certified copy of ID documents of the Directors or Members. • Most recent year's financial statements showing comparative figures. • Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank or bank statement. 	
10.	Supporting documents for a Sole Proprietorship : <ul style="list-style-type: none"> • Certified copy of ID documents of the Owner • Most recent year's financial statements showing comparative figures 	

¹ http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-EME-Gen.pdf

² http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-QSE-Gen.pdf

	<ul style="list-style-type: none"> Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank or bank statement. 	
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5. EVALUATION CRITERIA

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

EVALUATION STAGE 1: CORRECTNESS AND COMPLETENESS

Bidders must provide the above documentation as specified. NACOSA reserves the right to reject any tender submission found to be incomplete or illegible. Non-submission of the following documents will lead to immediate disqualification:

- Tax Compliance Certificate
- Detailed quotation
- Company profile
- Declaration of interest
- Signed Code of Conduct for Suppliers of services related to Global Fund financing

EVALUATION STAGE 2: 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 points out of 100 to be shortlisted. Shortlisted bidders will be evaluated on Price & B-BBEE.

FUNCTION	RATING	WEIGHTING
INDUSTRY EXPERIENCE		20
Demonstrable organisational experience: based on the number of years the organisation has been in operation providing similar services	0 point: 0 - 1 year 5 points: 2-3 years 10 points: 3-4 years 15 points: 4- 5 years 20 points: > 5 years	20
SCOPE OF REQUIREMENTS		40
Bidder’s proposal portraying clear understanding and meeting the scope of requirements and includes: <ul style="list-style-type: none"> • Detailed price quotation • Detailed proposal portraying the bidder’s capability • Compliance to specified requirements 	Scoring criteria: (5 points) Unacceptable: Insufficient information provided. Proposal does not meet the requirements (10 points) Poor: Considerable reservations on bidders’ relevant abilities and understanding of requirements	40

FUNCTION	RATING	WEIGHTING
<ul style="list-style-type: none"> Provide a list of similar projects not older than five (5) years 	<p>(20 points) Average: Average demonstration of relevant ability, understanding of requirements and ability to provide realistic timelines</p> <p>(30 points) Good: Satisfactory and above average level of understanding, relevant ability to meet requirements and ability to provide realistic and acceptable timelines</p> <p>(40 points) Excellent: Exceptional demonstration of relevant ability and understanding of requirements with value added benefits</p>	
CAPACITY TO DELIVER		10
<p>The bidding organisation must be able to demonstrate that it has adequate equipment and storage facilities for the volumes in this tender.</p> <p>(Images must be provided as proof)</p>	<p>0 points = Inadequate/ no proof given</p> <p>10 points = Adequate proof given</p>	10
CONTACTABLE REFERENCES		20
<p>Demonstrable experience providing similar services</p> <ul style="list-style-type: none"> Provide reference letters from recent or existing clients not older than 5 years clearly detailing services provided on the clients' letterhead with contact details including email. 	<p>0 points: no reference letters 5 points: 1 reference letter 10 points: 2 reference letters 15 points: 3 reference letters 20 points: > 3 reference letters</p>	20
<p>Demonstrated relationship with a courier company to deliver to all sites</p> <ul style="list-style-type: none"> A contract or memorandum of understanding (MoU) with courier company or A letter from courier company on their letterhead confirming 	<p>0 Points = No proof of demonstrated relationship with a courier provided</p> <p>10 Points = Proof of demonstrated relationship with a courier provided</p>	10

FUNCTION	RATING	WEIGHTING
relationship with the bidder <ul style="list-style-type: none"> Documentation indicating own fleet (Size and geographic locations covered) 		
MAXIMUM ACHIEVABLE POINTS		100

EVALUATION STAGE 3: PRICE

Bidders whose quotations meet the specifications as detailed in this Terms of Reference will be evaluated on price. Bids that do not quote on all of the required items will be excluded from the process. Also, bidders who do not submit a valid B-BBEE certificate or valid affidavit will be regarded as non-compliant and thus score zero (0) points for Broad-Based Black Economic Empowerment.

Preference Point system applicable to this bid is 80/20 (PPS)

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

CRITERIA	NUMBER OF POINTS
Price	80
B-BBEE	20
Total Points	100

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.

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

6. TERMS AND CONDITIONS

Invitation not an offer

This bid serves an invitation to facilitate a requirement-based decision and not an offer to do business with NACOSA. Bidders making enquiries on the tender information may notify NACOSA by email only at the email address provided for communication.

Bid Validity

The prices quoted shall remain firm for a period of at least 90 days after the closing date of this bid.

Language

The submission prepared by the bidder including correspondences and documents relating to this bid shall be written in the English language.

Preparation Costs

The bidder shall be responsible for all its costs incurred in preparing, submitting and presenting any response to this bid and all other costs incurred by it throughout the bidding process.

Due Diligence

NACOSA reserves the right to conduct due diligence on the prospective bidder prior to final award of the contract. This may include site visits, requests for additional information and presentations.

Awarding of Contract

NACOSA will award the contract to the successful bidder subject to proven relevant experience providing the required services including the ability to deliver effective and reliable services. The successful bidder shall not be insolvent, in dissolution, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to such matters.

Discretion

NACOSA reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time, whether before or after the closing date of this bid without attracting any liability. Also, NACOSA is not bound to accept the lowest price(s) quotation and may at its discretion award this bid to more than one (1) bidder.

Information Validity

NACOSA has made reasonable efforts to ensure accuracy in compiling the terms of reference for this project. The bidder is deemed to have examined the terms of reference and any other information supplied by NACOSA to the bidder and have satisfied itself as to the correctness and sufficiency of such before submitting its proposal. Also, neither NACOSA nor its employees or agents will be held liable to the bidder or any third party for any inaccuracy or omission in this bid.

Taxation

It is a condition of this tender, that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.

Joint Ventures, Consortiums and Trusts

Bidders must provide solid proof of the existence of the joint ventures and /or consortium arrangements. The joint venture and /or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and who shall be given the power of attorney to bind the other party/ parties in respect of matters pertaining to the joint venture and /or consortium arrangement.

Subcontracting

The bidder awarded the contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE level of recognition unless the contract is subcontracted to an exempted micro-enterprise with the capability ability to execute the required services. The B-BBEE information of the subcontractor must be provided.

NACOSA Reserves the right to:

- Once-off printing of the required forms and discontinuation of certain requirements;
- Reduce or adjust the scope and /or quantities required;
- Include additional documents subject to pricing of any new material being aligned with the pricing applicable to an existing form similar in nature; and
- Defer the commencement date of the delivery of services.

7. TIMEFRAMES

Please be advised the dates below are indicative and subject to change.

ACTION	RESPONSIBLE	DATE
Submission of questions	Service Provider	27 November 2023
Responses to questions	NACOSA	29 November 2023
Closing date for submissions	Service Provider	4 December 2023
Successful bidder appointed	NACOSA	13 December 2023