



# TERMS OF REFERENCE

## Supply of Harm Reduction Packs

<b>PROJECT</b>	Harm Reduction Packs		
<b>REFERENCE</b>	CFP-NACOSA-01-2025	<b>DATE</b>	6 March 2025
<b>SUMMARY</b>	NACOSA is inviting reputable bidders with the relevant experience to submit proposals for the supply of Harm Reduction Packs, Tourniquets, Personal sharp containers and Safe smoking packs for the Global Fund sites and only Harm Reduction packs and Tourniquets for CDC sites.		
<b>QUESTIONS</b>	Questions can be addressed by email only to <a href="mailto:Queries@nacosa.org.za">Queries@nacosa.org.za</a> with the reference in the subject line on or before <b>17 March 2025</b> .		
<b>BRIEFING</b>	There will be no briefing session.		
<b>DEADLINE</b>	All proposals to be submitted to <a href="mailto:proposals@nacosa.org.za">proposals@nacosa.org.za</a> no later than <b>13:00</b> on <b>20 March 2025</b> .		
<b>DOCUMENTS</b>	<ol style="list-style-type: none"><li>1. Terms of Reference</li><li>2. Annex 1: Bidding Form</li><li>3. Annex 2: Pricing Template</li><li>4. Annex 3: Delivery Sites and Quantities</li><li>5. Annex 4: Rubric for Technical Evaluation Criteria</li><li>6. Global Fund Code of Conduct for Suppliers</li></ol>		

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### NACOSA

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# 1. INTRODUCTION

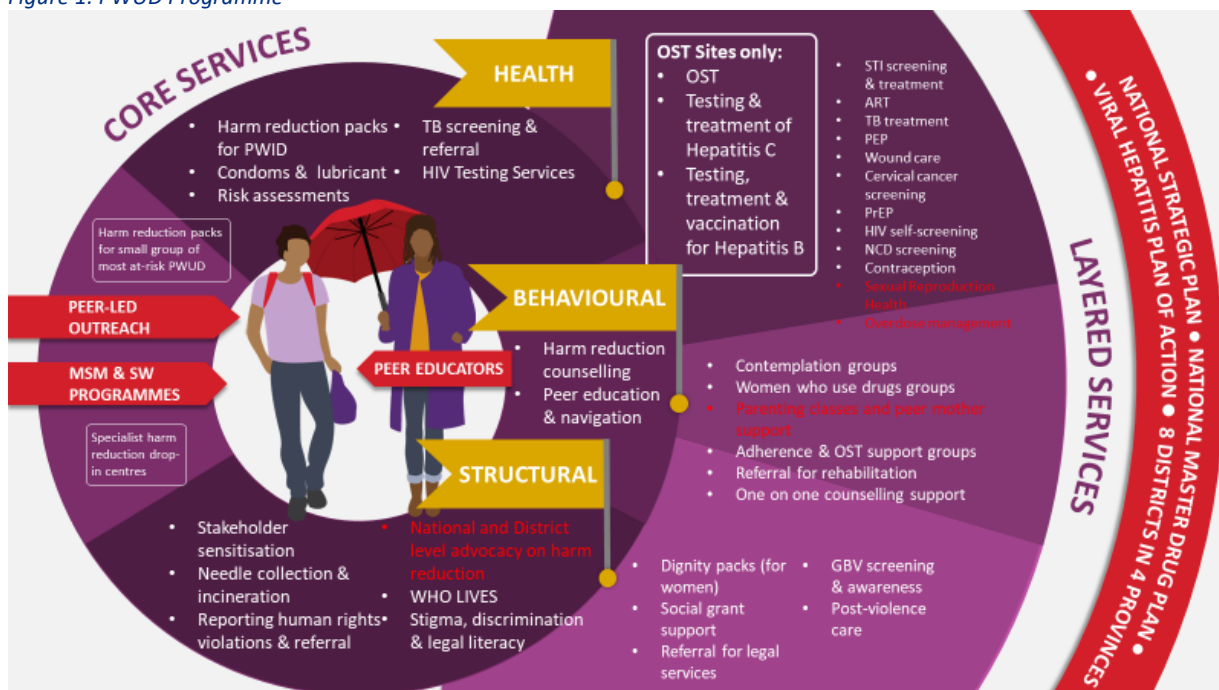
NACOSA was born out of a movement to draft South Africa’s first national strategic plan for AIDS. We’re now a leading networking organization and grant manager that partners with communities for better health in Southern Africa. We do this by facilitating **networking** and collaboration, providing and enabling access to **services**, **strengthening** community systems, mobilizing and managing **resources** sustainably and advocating, **learning** and sharing collectively.

As a principal recipient of the Global Fund and in partnership with PEPFAR (CDC) and the Departments of Health, Education 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. BACKGROUND

The PWUD programme, graphically depicted in **Figure 1** below, is categorised along biomedical, behavioural, and structural components, each consisting of core and layered interventions aimed at addressing the above outcomes. Core interventions in the three (3) components are provided to each Person who injects drugs (PWID) in the programme. Layered interventions are identified for each PWUD based on his/her specific needs. The layered services are largely provided by the funded Sub-recipient (SRs) but PWUD are sometimes also referred to and linked with external service providers with specialised services. Services needed by each PWUD are identified through risk assessments conducted by SR staff.

Figure 1: PWUD Programme



# 3. SCOPE OF WORK

NACOSA seeks to appoint a bidder with the capacity and capability to supply and deliver Harm Reduction Packs which consist of safe injecting equipment, tourniquets and safe smoking packs as well as personal

sharp containers on an as needed basis for the period of the grant. The successful bidder will be awarded on a contractual basis subject to annual renewal at NACOSA's discretion which could potentially be up to three (3) years.

The Harm Reduction Packs, Tourniquets, Personal sharp containers and Safe smoking packs to be delivered to 8 Global Fund sites and only Harm Reduction packs and tourniquets for 2 CDC sites. The contents of each pack are listed in the Tables below:

ITEM NO.	QUANTITY	ITEM DESCRIPTION (Harm Reduction Pack)
1	15	Pink needles with syringes with the following/similar approved specifications: <ul style="list-style-type: none"> <li>• 29G, 1ml Syringes,</li> <li>• Plastic,</li> <li>• Latex free with fixed needles for insulin injecting,</li> <li>• Nominal capacity: 0,5 ml, 100 units per ml,</li> <li>• Needle: 29G (0,33 mm) x 12,5 - 12,7 mm,</li> <li>• Single use,</li> <li>• Sterile path to comply with the latest issue of SANS 1166 (pink only)</li> <li>• SABS compliance test to be submitted</li> </ul>
2	2	Cotton wool balls
3	15	Alcohol swabs
4	4	10ml ampule sterile water for injection
5	1	Safety cooker
6	1	Midi black bag




ITEM NO.	QUANTITY	ITEM DESCRIPTION (Tourniquets)
1	1	Tourniquets <ul style="list-style-type: none"> <li>• Nylon</li> <li>• With the quick release design</li> <li>• No specific color</li> </ul>

ITEM NO.	QUANTITY	ITEM DESCRIPTION (Safe Smoking Pack)
1	1	Pipe Mouthpiece, Plastic

2	1	Steel wool
3	1	Aluminium foil x 10 squares (thick)
4	10	Alcohol swabs
5	1	50ml Vaseline
6	1	Rizla Red (50 rolling papers)
7	1	Ziplock bag

Disposal Personal sharp container specifications are:

QUANTITY	ITEM DESCRIPTION
1 x	<p>Specifications:</p> <ul style="list-style-type: none"> <li>• Size:0.3 litre (300ml) disposal personal sharp containers (NON-REUSABLE)</li> <li>• Capacity to fill- line: 250 ml (safe usable space)</li> <li>• Can hold approximately 15 needles.</li> <li>• Height and width of container to accommodate 15 x 29G 1ml insulinsyringe/needle</li> <li>• Capacity to spill-line: 300 ml (maximum)</li> <li>• Can be easily stored by the PWUD while in transit</li> <li>• Preferably black in colour</li> <li>• Puncture resistant and injection moulded</li> <li>• 'Pocket'/ table-top needle safe</li> <li>• Lid to be tamper proof once sealed</li> <li>• Clip for temporary use or final seal</li> <li>• Made from materials that are easily incinerable for safe biohazardous waste and sharp disposal</li> </ul>
1x	<ul style="list-style-type: none"> <li>• Instruction sticker placed on containers for how to use the personal sharp container.</li> </ul>

<p><b>PRODUCT TYPE OR SIMILAR</b></p> <p><b>PERSONAL SHARP CONTAINER</b></p>  <p><b>SAFE SMOKING PACKS</b></p> 	<p><b>NEEDLE SIZE FIT: 29G ,1ML INSULIN SYRINGE</b></p> 
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### 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

- The products must be South African Bureau of Standards (SABS) approved, alternatively, imported products should adhere to similar quality standards.

### Samples

- NACOSA requires samples of all products requested in this bid.
- If a bidder fails to provide a sample of their product on offer for scrutiny against the set specifications, the bidder's offer will be rejected.
- Bidders requesting the return of their samples upon finalisation of the tender may collect the items no later than one (1) week after receiving feedback of the tender outcome subject to prior communication.

### 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, heat and/or moisture.

- The Service Provider shall provide proof of an acceptable premises that will be used for the running of the business, storage.

#### Freight

- Once procured and packed, the goods will be packed as per the above guidelines and delivered to each Sub-Recipient. NACOSA will provide the addresses for delivery to the successful applicant.
- The deliveries need to be done within the timelines stipulated as will be agreed upon in the terms of contract with the contractors.

#### Delivery Points

- All delivery costs must be included in the quoted price
- In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point for delivery at the prescribed destination.

## 4. PACKAGING

The cost of packing quantities of disposal personal sharp container, tourniquets, harm reduction pack and safe smoking packs should be costed based on the unit cost of each item. The following should be considered:

- The packaging (presentation) of products must be the same as the samples supplied on the tender.
- 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 (when applicable); 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, heat and/or moisture.

## 5. BIDDING REQUIREMENTS

Bidders need to bid for all geographic areas. 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 quality products at a reasonable cost and per delivery schedule.
- Good administration and project management ability.
- The bidder must provide at least 3 relevant contactable references for providing similar goods. The references should include the name of the customer, the nature of the goods/services that were provided and the contact's name, telephone number and email address of the reference.

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

## 6. 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.

- 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 in the first year and thereafter subject to agreed annual price escalations.
- Pricing must be as provided in **Annex 2** (Pricing Schedule-template) on the bidders’ letterhead.
- The annual quantities are estimated to be as follows:

Items	Quantity
Harm Reduction Pack	900 000
Tourniquets	70000
Safe Smoking Packs	30000
Personal Sharp Containers	900 000

## 7. REORDER LEVELS

In the event that NACOSA requires additional quantities) subsequent to the completion of the current order, the organisation shall have the same right to reorder from the Bidder subject to price negotiations. The Bidder shall make commercially reasonable efforts to accommodate such reorder levels in a timely manner subject to availability of resources and production capacity.

## 8. ADMINISTRATIVE REQUIREMENTS

Submissions must be made using **Annex 1 – Bidding Form** together with the required supporting documents listed below. Any deviations from this format or documents not provided may invalidate the bid.

View the document checklist on the following page.

## DOCUMENT CHECKLIST

	ITEM	☑
1.	Completed Bidding Form (including Signed Declaration of Interest)	
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"> <li>• Copy of a certificate from a SANAS accredited Verification Agency</li> <li>OR</li> <li>• A signed Exempt Micro Enterprise (EME) affidavit with the required information<sup>1</sup></li> <li>OR</li> <li>• 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:               <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> </li> </ul> <p><i>ANY MISREPRESENTATION IN TERMS OF THE ABOVE CONSTITUTES A CRIMINAL OFFENCE AS SET OUT IN THE B-BBEE ACT, AS AMENDED.</i></p>	
5.	One (1) sample of each of the following: <ul style="list-style-type: none"> <li>• Harm Reduction Pack</li> <li>• Personal Sharp Container</li> <li>• Safe Smoking Pack</li> <li>• Tourniquets</li> </ul>	
6.	Detailed Quotation – as per quantities provided in <b>Annex 3: Quantities and Sites</b>	
7.	Signed Code of Conduct for Suppliers of services related to Global Fund financing (signed each page)	
8.	Reference letters from previous clients where supply and distribution of similar goods/services was provided A minimum of 3 references required.	
9.	Supporting documents applicable for a <b>Company or CC</b> : <ul style="list-style-type: none"> <li>• Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and list of active Directors or Members.</li> <li>• Certified copy of ID documents of the Directors or Members.</li> <li>• Proof of Public Indemnity Cover for minimum of R1 million</li> <li>• Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank, bank statement or cancelled cheque.</li> </ul>	
10.	Supporting documents for a <b>Sole Proprietorship</b> : <ul style="list-style-type: none"> <li>• Certified copy of ID documents of the Owner</li> <li>• Proof of Public Indemnity Cover for minimum of R1 million</li> <li>• Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank, bank statement or cancelled cheque</li> </ul>	

<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)



### Sample of Products

The samples of each pack as per the specifications, must be addressed to NACOSA's office address: **NACOSA**, 3<sup>rd</sup> Floor, East Office Tower, Canal Walk, Century Boulevard, Century City, 7441. The package must be addressed for attention to NACOSA Supply Chain Management with the reference number and the bidders name. The samples must be delivered no later than the closing date and time of this bid.

## 9. 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.

### 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:

- Valid Tax Compliance Certificate
- Samples
- Detailed quotation
- Declaration of interest

### 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 out of 100 to be shortlisted. Shortlisted bidders will be evaluated on Price & B-BBEE (refer to Adjudication process on Price & B-BBEE).

<b>FUNCTION</b>	<b>WEIGHTING</b>
<b>Industry Experience:</b> Demonstrable organisational maturity and number of years in operation providing similar products.	<b>20</b>
<b>Knowledge and Skills:</b> Demonstrable experience with supply, warehousing and delivery of quality biomedical products per specification, including showing value add with evidence to support the response. <ul style="list-style-type: none"><li>• Detailed price quotation</li><li>• SABS approved product, or similar quality standards if product is imported (where applicable)</li><li>• Proof of Accreditation documentation, approvals by manufacturers and compliance with governing regulations / standards (where applicable)</li><li>• Samples provided</li></ul>	<b>30</b>

<ul style="list-style-type: none"> <li>Compliance of product with specifications</li> </ul>	
<b>Capacity to Deliver:</b> <ul style="list-style-type: none"> <li>Demonstrable capacity to supply biomedical products at large volumes for public health programmes.</li> <li>Must be clearly demonstrated in the proposal by means of list of projects and contract values</li> <li>The bidding organisation must be able to demonstrate that it has adequate equipment and storage facilities for the volumes in this tender.</li> </ul>	<b>30</b>
<b>Contactable References:</b> Demonstrable experience with supply of biomedical products at large volumes for public health programmes. <ul style="list-style-type: none"> <li>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.</li> </ul>	<b>20</b>
<b>MAXIMUM ACHIEVABLE POINTS</b>	<b>100</b>

(For ratings refer to **Annex 4:** Rubric for technical Evaluation criteria)

### STAGE 3 PRICE

Bidders whose quotations meet the specifications as detailed in this Terms of Reference will be evaluated on price. 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	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.

*B-BBEE points calculation as follows:*

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

### *Allocation of points*

- The points scored by a bidder in respect of points indicated above will be added to the points scored for price.
- Points scored will be rounded off to the nearest two (2) decimals.
- In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for B-BBEE status. Should two (2) or more bids be equal in all respects, the award shall be decided by drawing of lots.
- A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.
- A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

## **10. 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.

### *Sub-Contracting*

The bidder awarded the contract may only enter into a subcontracting arrangement with the approval of NACOSA. 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- BBE status level of contributor than the bidder concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

## **11. TIMEFRAMES**

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

<b>ACTION</b>	<b>RESPONSIBLE</b>	<b>DATE</b>
Deadline for Submission of questions and responses to questions	NACOSA	17 March 2025
Closing Date for Bid submissions	Service Provider	20 March 2025
Successful bidder appointed	NACOSA	1 April 2025