

TERMS OF REFERENCE

Supply and distribution of clinical, consumables and equipment



NACOSA

PROJECT	Procurement of Clinical Equipment and Consumables		
REFERENCE	CFP-NACOSA-07-2026	DATE	29 July 2026
SUMMARY	NACOSA seeks to appoint one or more suitably qualified and experienced service providers for the supply and distribution of clinical consumables and equipment from the date of contracting until 31 March 2028		
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 5 August 2026		
BRIEFING SESSION	There will be no briefing session.		
DEADLINE	All proposals to be submitted to Proposals@nacosa.org.za with the reference in the subject line, no later than 13:00 pm (SAST) on 17 August 2026		
DOCUMENTS	1. Terms of Reference 2. Annex 1: Bidding Form (Including Declaration of Interest) 3. Annex 2: Pricing Template including delivery schedule 4. Global Fund Code of Conduct for Suppliers		

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Trades & Occupations QCTOSDP01190709-1737

1. BACKGROUND

NACOSA is a leading South African non-profit organisation that works to strengthen community health systems and improve health outcomes across South Africa and the Southern African region. Established through the development of South Africa's first National Strategic Plan for HIV and AIDS, NACOSA has evolved into a leading networking organisation and grant manager, partnering with government, civil society, donors and communities to improve access to quality health and social services. The organisation achieves this by facilitating collaboration, strengthening community systems, mobilising and managing resources sustainably, enabling access to essential services, and promoting learning, advocacy and knowledge sharing.

As the Principal Recipient of the Global Fund grant, NACOSA implements a range of HIV and TB prevention, treatment and community systems strengthening programmes through a network of implementing partners across South Africa. One of the flagship programmes under the grant is **My Journey**, a national programme that supports adolescent girls and young women (AGYW) to take charge of their health and wellbeing by providing access to comprehensive HIV prevention, sexual and reproductive health, and wellness services within their communities. The programme aims to reach over 380,000 adolescent girls and young women and reduce new HIV infections by increasing HIV testing, promoting consistent condom use, expanding access to pre-exposure prophylaxis (PrEP), and strengthening linkage to and retention in HIV care for young women living with HIV.

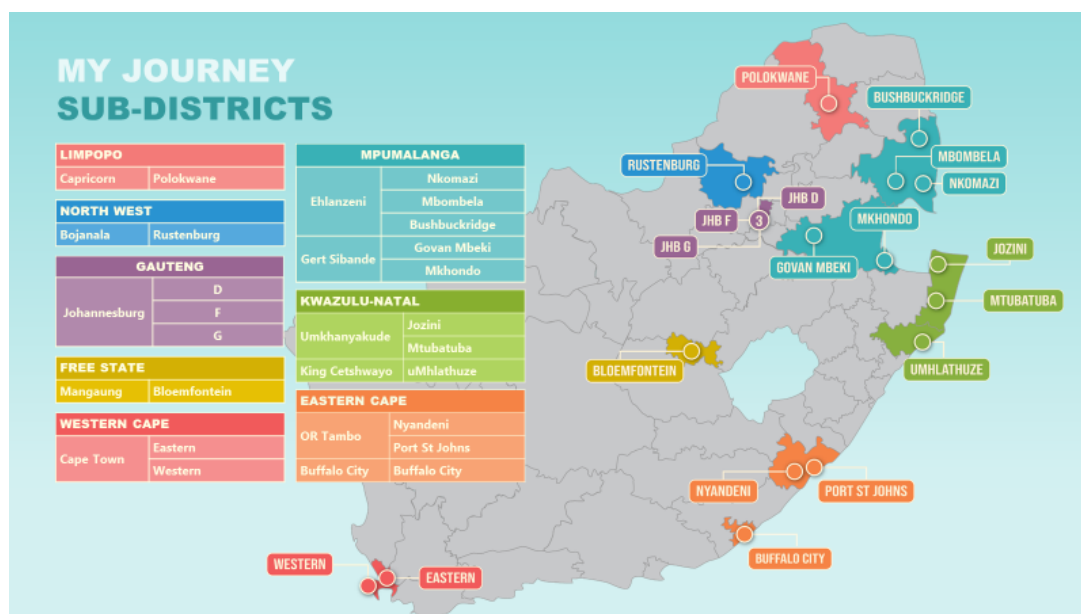


Figure 1: My Journey Sub-Districts - Geographic Coverage

2. PURPOSE

To support the successful implementation of activities funded under the Global Fund Grant, NACOSA requires a reliable and responsive supplier(s) for the provision and nationwide distribution of quality-assured clinical consumables and equipment. These supplies are essential to ensure uninterrupted service delivery by NACOSA and its implementing partners at community-based service delivery sites, and other approved programme locations across South Africa.

The contract shall commence from the date of signing and remain in force until **31 March 2028**, subject to satisfactory performance, funding availability and NACOSA procurement policies. NACOSA reserves the right to appoint multiple service providers to ensure continuity of supply and mitigate supply chain risks.

3. SCOPE OF WORK

The appointed service provider(s) shall provide, on an as-needed basis, the following services:

3.1 Supply of Clinical Consumables

The appointed service provider(s) shall be required to supply quality-approved clinical consumables including, but not limited to:

- **Wound Care and Examination Consumables:** Alcohol swabs, cotton balls, gauze, wooden spatulas, microporous tape, tourniquets, and urine measuring cups.
- **Infection Prevention and Control Products:** Surface disinfectant (5 L), D-Germ disinfectant, Bioscrub surgical hand scrub, hand sanitiser, paper towels, disposable aprons, surgical face masks, surgical gloves (small, medium, and large), and 500 ml decanting bottles with pumps and spray bottles for disinfectant dispensing.
- **Diagnostic and Point-of-Care Testing Consumables:** Glucose test strips, haemoglobin (Hb) test strips, multi-check urinalysis test strips, retractable lancets, blood collection retractable needles, and associated consumables required for routine diagnostic testing.
- **Injection and Blood Collection Consumables:** Hypodermic needles (21G and 23G) and disposable syringes (2 ml, 5 ml, and 10 ml) for the safe administration of medications and specimen collection.
- **Women's Health Consumables:** Disposable vaginal speculums in small, medium, and large sizes to support reproductive health examinations and screening services.
- **Patient Care Consumables:** Linen savers and other disposable items necessary to maintain hygiene, patient comfort, and infection control during clinical procedures.

3.2 Supply of Clinical Equipment

The appointed service provider(s) shall be required to supply quality-assured medical and diagnostic equipment including, but not limited to:

- **Diagnostic and Vital Signs Equipment:** Heavy-duty digital scales (250 kg+), blood pressure machines with cuffs, adult stethoscopes, glucometers, haemoglobin (Hb) meters, pulse oximeters, digital timers, and portable ENT diagnostic sets.
- **Temperature Monitoring Equipment:** Digital refrigerator thermometers with probes, room digital thermometers with LCD displays, and stainless-steel dial thermometers.
- **Patient Assessment Equipment:** Portable and wall-mounted height stadiometers, examination headlights, and examination beds with associated accessories including examination steps, fitted sheets, reusable waterproof bed and foot protectors, and three-fold privacy screens.
- **Emergency and Resuscitation Equipment:** Adult resuscitator sets, airway sets, emergency rescue sheets, nebulisers, first aid kits, and standard adult wheelchairs.
- **Cold Chain and Storage Equipment:** Medical bar fridges (95 L), insulated cooler boxes (4–5 L and 20 L), and 300 g brick ice packs for the safe transport and storage of temperature-sensitive medical products.
- **Clinical Furniture and Accessories:** Stainless steel anaesthetic trolleys, stainless steel kidney dishes, pedal bins, foldable tables, and foldable chairs.
- **Health Promotion and Training Equipment:** Male and female anatomical demonstrator models and condom dispensers.

3.3 Deliverables

- All equipment and consumables supplied shall be new, fit for their intended purpose, and compliant with all applicable South African standards, healthcare regulations, quality standards, and infection prevention and control requirements.
- Consumables shall be sterile where applicable, supplied in the manufacturer's original packaging, clearly labelled with batch numbers and expiry dates where applicable, and have an adequate remaining shelf life upon delivery.
- Equipment shall be accompanied by the necessary user manuals, warranties, and after-sales support where applicable.
- The successful service provider(s) shall ensure that all items are delivered in good condition, suitable for use, and shall promptly replace any defective, damaged, or non-compliant products in accordance with the contract requirements.

3.4 Service Level Requirements

The appointed service provider(s) shall be required to:

- Respond to Requests for Quotations within agreed turnaround times.
- Deliver routine orders within agreed service levels.
- Prioritise emergency orders.
- Notify NACOSA in advance of anticipated shortages or product discontinuations.

The service provider'(s) performance shall be monitored against the agreed Key Performance Indicators (KPIs) throughout the contract period. Failure to meet the required performance standards may result in corrective action, the implementation of a performance improvement plan, or, in cases of persistent or material non-performance, suspension or termination of the contract in accordance with the terms and conditions of the agreement.

3.5 Distribution and Logistics

- Consumables and equipment must be delivered in correct, durable packaging with required temperature control to prevent damage, contamination, or product degradation throughout transit and delivery.
- Point of Deliveries (PODs) to indicate designation, name in print, signature and sub-recipient's (SR) stamp if available. A duplicate copy must be shared with NACOSA.
- The consumables and equipment are to be distributed to the sub-recipients (SRs) as per guidance from NACOSA.
- The supplier must be able to deliver within five (5) working days (Urban areas) and seven (7) working days (outlying areas) after receiving an approved Purchase Order (PO).
- All delivery costs must be included in the quoted price. The price must be all inclusive - including packaging, delivery/ freight charges, and insurance for all products to the point of receipt at the SR.

Table 1:- Location of Appointed Sub-Recipients

Province	Sub-District
Eastern Cape	Nyandeni Local Municipality
	Port St Johns Local Municipality
	Buffalo City
KwaZulu Natal	Jozini Local Municipality

	Mtubatuba Local Municipality
	City of uMhlathuze
	Nkomazi Local Municipality
Mpumalanga	Bushbuckridge Local Municipality
	City of Mbombela Local Municipality
	Govan Mbeki Local Municipality
	Mkhondo Local Municipality
Gauteng	Johannesburg D Health sub-District
	Johannesburg F Health sub-District
	Johannesburg G Health sub-District
North West	Rustenburg
Free State	Bloemfontein
Limpopo	Polokwane
Western Cape	Cape Town Eastern Health Sub-District
	Cape Town Western Health Sub-District

3. BIDDING REQUIREMENTS

Interested service providers are required to demonstrate:

- Legal status recognised to work in South Africa, enabling the organisation to perform the above-mentioned tasks.
- Ability to deliver quality products at a reasonable cost and per delivery schedule.
- Good administration and project management ability.
- At least three (3) years' experience supplying clinical consumables and/or equipment.
- Proven logistics and distribution capability including the ability to deliver nationally.
- At least three (3) relevant contactable references for providing similar goods.
- One (1) reference from courier company. The reference should include the name of the company, contact name, telephone number and email address of the reference.
- ISO Certification (where applicable)

4. PRICING INSTRUCTIONS

Bidders are required to provide detailed pricing for each product to be provided and adhere to the following instructions:

- The tendered total of the prices should be inclusive of (if any) all rates and taxes, **excluding** Value Added Tax (VAT); in South African Rand currency
- Provide fixed rates and prices for the duration of the contract that are not subject to adjustment unless otherwise agreed upon by both the bidder and NACOSA.
- All prices tendered must include all expenses, disbursements and costs 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. All prices tendered will be final and binding.
- The services offered should conform to NACOSA's specifications.
- Pricing to be quoted as per pricing schedule provided in **Annex 2**.

5. SUBMISSION OF BIDS

Bidders must be able to deliver in all geographic areas. This should be clearly specified in the bidder's proposal. Interested companies should submit their bid with the following documents.

All submissions must in the format of Annexure 1 – Bidding Form, deviations from this format may invalidate the bid.

DOCUMENTS

	ITEM	SUBMISSION	☒
1.	Completed Invitation to Bid Form ((Including Declaration of Interest)	Compulsory	
2.	Company Profile	Compulsory	
3.	Valid Tax Compliance Certificate with Pin	Compulsory	
4.	Valid B-BBEE Certification (<i>Non-submission will lead to zero (0) points being scored</i>)	Non-Compulsory	
	- 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: B-BBEE Affidavit Recognition: - Annual Total Revenue of R10 Million or less for EME or between R10 Million and R50 Million for QSE. - Management accounts or audited financial statements must be submitted for B-BBEE Affidavit validation, non-submission will result in zero points being awarded. <i>ANY MISREPRESENTATION IN TERMS OF THE ABOVE CONSTITUTES A CRIMINAL OFFENCE AS SET OUT IN THE B-BBEE ACT AS AMENDED.</i>		
5.	Signed Code of Conduct for Suppliers of services related to Global Fund financing (sign each page)	Compulsory	
6.	Detailed Quotation	Compulsory	
7.	Relevant Reference letters not older than three (3) years	Compulsory	
8.	Supporting documents applicable for a Company or CC :	Compulsory	
	- 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. - Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank or bank statement.		

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

6. EVALUATION CRITERIA

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:

EVALUATION STAGE 1: CORRECTNESS AND COMPLETENESS

Bidders must provide the mandatory documents as specified as per administrative requirements and non-submission will lead to disqualification.

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 percent out of 100 to be shortlisted. Shortlisted bidders will be evaluated on Price & B-BBEE.

FUNCTION	RATING	WEIGHTING
INDUSTRY EXPERIENCE		20 points
Demonstrated experience supplying clinical consumables and equipment	0 point: Less than 3 years relevant experience 10 points: 3-4 years 15 points: 5 years 20 points: > 5 years	20 points
KNOWLEDGE AND SKILLS		30 points
Bidder's proposal portraying clear understanding and meeting the scope of requirements and includes: - Detailed price quotation - Catalogue of items - Delivery timelines - Compliance of product with specifications including SABS accreditation - Ability to supply quality clinical products	Scoring criteria: 0 Points: Non-compliance to requirements 5 Points: Ability to supply <50% of requested products, understanding and meeting the scope of requirements 10 points: Ability to supply 50%-65% of requested products, understanding and meeting the scope of requirements 20 points: Ability to supply >65%-90% of requested products, understanding and meeting the scope of requirements 30 points: Ability to supply >90% of requested products, understanding and meeting the scope of requirements	30 points
CAPACITY TO DELIVER		35 points
List of similar projects including the year, value and description of each.	0 points: Inadequate/ no proof given	15 points

FUNCTION	RATING	WEIGHTING
	15 points: Adequate proof given on similar projects	
Demonstrated relationship with a courier company to support the delivery plan to all sites One (1) reference letter from courier or documentation indicating own fleet	0 Points: No fleet capacity or courier partnership 15 Points: The bidder portrays fleet capacity or courier partnership 20 Points: The bidder portrays fleet capacity and courier partnership	20 points
CONTACTABLE REFERENCES		15 points
Contactable references: provide relevant reference letters from recent or existing clients not older than three (3) years on the clients' letterhead with contact details including email.	0 points: no reference letters 5 point: 1 reference letter 10 points: 2 reference letters 15 points: 3 reference letters	15 points
MAXIMUM ACHIEVABLE POINTS		100 points

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 meet quote on all of the required items will be excluded from the process.

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
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	POINTS
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Allocation of points

- Management accounts or financial statements will be used for B-BBEE Affidavit validation, non-submission will result in zero points being awarded.
- 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, preference will be given to bidders with women or youth representation in their senior management teams (Directors/ Members).
- 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.

7. TIMEFRAMES

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

ACTION	RESPONSIBLE	DATE
Deadline for Submission of questions	Service Provider	05 August 2026 at 16h00
Responses to questions	NACOSA	11 August 2026
Closing Date for Bid submissions	Service Provider	17 August 2026 at 13h00
Successful bidder appointed	NACOSA	30 September 2026

8. 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.