



BeyondZero

a partner in public health transformation

THE THREE CSOs (BZ, AFSA AND NACOSA) ARE SENDING OUT A JOINT REQUEST FOR PROPOSALS FOR THE PROVISIONING, WAREHOUSING AND DELIVERY OF SANITARY DIGNITY PADS AND HAND SANITIZER FOR THE USE OF AGYW IN SCHOOL, COMMUNITY SAFE SPACES AND TVETs

RFP BZ-GF-010-AUG 2021

SUMMARY	
Title	PROCUREMENT OF SANITARY DIGNITY PACKS
Reference	RFP BZ-GF-010-AUG 2021
Description	THE THREE CSOs (BEYOND ZERO, AFSA AND NACOSA) ARE SENDING OUT A JOINT REQUEST FOR PROPOSAL FOR THE PROVISIONING, WAREHOUSING AND DELIVERY OF SANITARY DIGNITY PADS AND HAND SANITIZER FOR THE USE OF AGYW IN SCHOOL, COMMUNITY SAFE SPACES AND TVETs
Submission by email only to:	procurement@beyondzero.org.za
Closing date for enquires/bid clarification	All technical enquiries must be emailed to bulumkof@beyondzero.org.za and all general bidding enquiries be emailed to procurement@beyondzero.org.za before 13h00 on Tuesday 31 st August 2021. No enquiries will be entertained after this date.
Deadline submission for	17h00 on Monday the 06th September 2021
Validity Period	90 days

1 | ITEMS AND QUANTITIES REQUIRED

The dignity packs distribution detail is as follows:

BEYOND ZERO	QUANTITIES
Feta -Kgomo	16,818
Free State	7,666
NMMD	91,632
Nyandeni	80,676
TOTAL FOR BZ	196,792
AFSA	QUANTITIES
Mbombela	56,000
Umhlathuze	48,000
Abaqulusi	24,000
Govan Mbeki	32,000
TOTAL FOR AFSA	160,000
NACOSA	QUANTITIES
<i>(See Annex 1 for Delivery Addresses & Quantities)</i>	
Klipfontein	24,426
Mitchell's Plain	9,033
Tshwane 1	57,566
Rustenburg	68,410
Higher Health (12 Sub-Districts)	36,125
Economic Strengthening Livelihoods: Tshwane; Nelson Mandela Bay and Mbombela	13,012
TOTAL FOR NACOSA	208,572

2. | SUBMISSION REQUIREMENTS

The proposals submitted must include the following documents as Mandatory Requirements:

1.	Completed SBD 1 with all the company details and contact numbers and email address.
2.	Detailed pricing detailing all quantities required.
Annex 1	B-BBEE Status Level Verification Certificate or Valid Sworn Affidavit.
Annex 2	Valid SARS Tax Clearance Certificate.
Annex 3	CIPC Registration documentation.
Annex 4	Valid SARS VAT Registration certificate for all quotations exceeding R1 Million.
Annex 5	Audited financial statements for the past three years.
Annex 6	Signed Code of Conduct for Suppliers of services related to Global Fund financing. (sign each page)
Annex 7	Completed and Signed Declaration of Interest .

3 | SANITARY DIGNITY PACKS SPECIFICATION COMPLIANCE

1. BACKGROUND

It is an astonishing fact that a typical young woman will spend an average of 60 days a year managing her menstrual cycle. Although this is a natural thing, many young women in South Africa, especially those from disadvantaged communities, do not have regular access to sanitary feminine hygiene products. The aim of this RFP is to promote sanitary dignity and to provide the necessary guidance in respect of the provision of sanitary products to indigent persons (eligible AGYW). To preserve a woman's dignity during menstruation it is important that eligible AGYW who are unable to provide themselves access to adequate sanitary products, be supported with these essential products in a dignified manner. This RFP seeks to find a suitable qualified service provider who fully understands woman's sanitary dignity issues and is willing to participate in the public private partnership sector which contributes to women's health and dignity.

2. OVERVIEW OF REQUIREMENTS

This RFP seeks Proposals for the supply, warehousing, and distribution of Sanitary Dignity Pads for the use of Adolescent Girls and Young Women (AGYW) in school, community safe spaces and TVETs in support of Beyond Zero's AGYW (Adolescent Girls and Young Women) program. The requirement is for the provision of **565,364** Sanitary Pads within the borders of South Africa. Each bundle shall contain 12 individually sterile packed environmentally friendly sanitary pads and one 50ml bottle of hand sanitizer (70% alcohol). Quantification and distribution shall be provided by Beyond Zero and incorporated into a Service Level Agreement.

2.1. SCOPE OF REQUIREMENTS

2.1.1. General

2.1.1.1. Sanitary pads shall have been made in accordance with sound manufacturing practice, and shall be of an acceptable uniform make, shape and finish.

2.1.1.2. All sanitary pads shall be free from lumps, oil spots, streaks of dirt, and similar foreign matter that might affect their appearance or impair their serviceability (or both).

2.1.1.3. Sanitary pads shall be delivered in a clean and commercially dry condition and shall, when so required, be capable of withstanding sterilization in an autoclave, or shall be individually sterile packed.

2.1.1.4. The sanitizer bottle shall contain 50ml of liquid hand sanitizer, shall be constructed of plastic and not less than 70% alcohol (must comply with WHO- recommended hand rub formulations).

2.1.2. Construction

2.1.2.1. Sanitary pads shall be rectangular in shape (with or without wings) and shall consist of a filler (which may incorporate a non-absorbent layer) that is completely encased in a cover of a woven gauze or of a non-woven material or of a tubular knitted fabric (with or without a seam).

2.1.2.2. The cover in all sanitary pads shall be so sealed or secured that it cannot unwrap from the filler during normal handling and use.

2.1.2.3. If a sanitary towel has a non-absorbent face, this face shall be clearly indicated.

2.1.2.4. The product must meet the environmentally friendly standards as set out by Sanitary Dignity Framework (2019) and any legislation that regulates the environment.

<p>2.1.3. Dimensions of filler components</p>	<p>Dimensions & Size Designations Thins Regular Length (mm) 180 to 260 180 to 270 Width (of Filler) (mm) 60 to 80, 60 to 70.</p> <p>NB: The length of the absorbent component intended to be nearest to the body and excluding any nonabsorbent or tissue wrappings.</p>												
<p>2.1.4. Type Designation and Filler Composition.</p>	<p>Type designation Filler composition COM A combination of cellulose pulp and cellulose tissue or cotton wool (or both) (or similar material(s)) CP Cellulose pulp.</p>												
<p>2.1.5. Performance Requirements.</p>	<p>Sanitary Pads shall comply with requirements in the following table.</p> <table border="1"> <thead> <tr> <th>Property</th> <th>Requirement</th> <th>Test method</th> <th>subclause</th> </tr> </thead> <tbody> <tr> <td>Absorbency volume</td> <td>15 min</td> <td>5.4</td> <td>Thins 15 min Regular</td> </tr> <tr> <td>Absorbency rate</td> <td>5.5</td> <td></td> <td>All sizes 10 max.</td> </tr> </tbody> </table>	Property	Requirement	Test method	subclause	Absorbency volume	15 min	5.4	Thins 15 min Regular	Absorbency rate	5.5		All sizes 10 max.
Property	Requirement	Test method	subclause										
Absorbency volume	15 min	5.4	Thins 15 min Regular										
Absorbency rate	5.5		All sizes 10 max.										

2.1.6. Sterility

When sterile-packed sanitary pads are required, they shall pass the test for sterility.

2.1.7. Autoclavability

Special conditions (such as high or low pressure or temperature) that can be established for a variety of applications especially an apparatus (as for sterilizing) using steam under high pressure. When so required, and when tested, sanitary pads shall be able to withstand steam sterilization without and damage to the RFP-BZ-GF-010-JULY 2021 written on each pack to confirm the quality of each pack.

2.1.8. Packaging

Sanitary pads shall be supplied in suitable packages each containing 12 sanitary pads shall be individually sterile-packed. Included in each package shall be a 50ml bottle of sanitizer with 70% alcohol. The packages must be environmentally friendly and shall be packed in bulk containers that will protect the contents from damage and contamination during normal handling, transportation, and storage. Only packages bearing the same date of manufacture (or other batch identification) and containing sanitary pads of the same construction, size designation, and type shall be packed together in a bulk container.

2.1.9. Storage and warehousing

Storage and warehousing must be provided for, and such facilities must be compliant with relevant governing regulations for the storage of the products. Quantification and distribution shall be provided by Beyond Zero and incorporated into a Service Level Agreement. SRs shall have limited storage and shall implement the First in First Out (FIFO) principle to manage stock. A responsible person from the SR shall be assigned the task/duty of monitoring storage of these packs. The storage will be for the duration of the contract and each CSO will have their distribution schedule included in the SLA.

2.1.10. Distribution

Distribution throughout South Africa must be provided for. Distribution must be compliant with relevant governing regulations for the transport of the products. Quantification and distribution shall be provided by Beyond Zero to the successful service provider (s) and incorporated into a Service Level Agreement.

2.2. MARKING OF PACKAGING

The following information shall appear in legible and indelible marking on the outside of each package in at least English:

- a) The trade name or trademark of the manufacturer (or both).
- b) The words "Sanitary pads".
- c) The size designation and type, and whether with loops, without loops or with adhesive backing strips.
- d) The number of sanitary pads in the package.
- e) The date of manufacture or another suitable batch identification.
- f) The expiration date of the product; and
- g) The words "Sterile if the wrapper or seal is unbroken", if relevant.

The product must be SABS (South African Bureau of Standards) approved to be utilized for girls in schools, or at least it must be verified that an application for the product has been submitted to SABS for approval. The product must meet the environmentally friendly standards as set out by Sanitary Dignity Framework (2019) and any legislation that regulates the environment.

2.3. GENERAL CONDITIONS

- a) Bidders who fail to deliver the required goods at a given time, quantity and quality will be given 30 days to rectify the situation before the contract is terminated.
- b) Bidders are advised that goods will be required to be delivered within 30 days of the timeframes in the deliverables after receiving the request.
- c) Bidders must be contactable as and when a need arises.
- d) Beyond Zero reserves the right to return goods supplied should it be proven that they are of an inferior quality.
- e) Should the supplier continue to provide inferior quality products, Beyond Zero reserves the right to terminate the contract and the bidder next in line shall be appointed.

- f) Beyond Zero is not bound to accept any of the proposals submitted and reserves the right to call for the Best and Final Offers from short listed bidders before final selection.
- g) Beyond Zero reserves the right to call for interviews with the shortlisted Bidders before final selection.
- h) Bidders must provide a detailed pricing schedule indicating unit prices.
- i) The lowest or any bid will not necessarily be accepted and Beyond Zero reserves the right to accept the whole or part of any bid.
- j) Beyond Zero reserves the right to appoint more than one service provider.
- k) Beyond Zero reserves the right to cancel this bid or any portion thereof.
- l) Beyond Zero reserves the right to award the whole contract or part thereof.
- m) Bidders should note that quantities and grand totals referred to in the bill of quantities are for bid evaluation purposes and does not reflect real quantities to be bought neither the total amount to be paid to the supplier annually or after the duration of the contract.

4 | EVALUATION CRITERIA

The evaluation of submissions will be managed by a Procurement Review Committee (PRC) which will prepare a shortlist of applicants that meet the threshold for appointment. BEYOND ZERO will use the shortlist drawn by the PRC to recommend applicants to be appointed.

The evaluation process will be conducted according to the following stages, as per the table below:

- Stage 1: Assessment of compliance with Mandatory Requirements. Applications that do not comply will not be evaluated further.
- Stage 2: Assessment of technical competency focusing on the ability to fulfil the required scope of work. Applicants need to achieve a score of at least 56.25 points (75%) out of 75 points of the technical competency requirements in order to progress further.
- Stage 3: Assessment of pricing submitted and B-BBEE score.

CRITERIA	WEIGHT	SUB-CRITERIA	POINTS
ELIGIBILITY	N/A	Mandatory Requirements in Section 2 above.	Pass/Fail
TECHNICAL		Experience of the institution. The institution must have successfully completed similar provision (including warehousing and distribution) of the specified supplies in the last 5 years. <i>Proof (Relevant Client reference letters on a client's letterhead, dated and signed, with contact details and describing the supplies rendered)</i>	20
		Capacity to deliver. The institution must be able to demonstrate that it has adequate storage facilities with valid OHS compliance certificate or an agreement of intent to lease such.	10
			70

		Proof (Proof of ownership of storage facilities adequate for the purpose, or proof of intent to lease such storage. Proof of OHS compliance)	
		Approach/Methodology The bidder must demonstrate thorough understanding of the objectives and scope of this RFP by providing a comprehensive methodology /approach to be utilized for the execution of this assignment. Proof (Clear Method Statement) comprising of: <ol style="list-style-type: none"> 1. Procurement Plan - Detailed Business Plan (15) 2. Contingency Plan - Provide alternative plan to source products in case of unforeseen circumstances (10) 3. Ability to source from local enterprises - Information on where products will be sourced and guarantee that required stock will be available locally (10) 4. Risk Management - Describe possible risks that may arise in handling and delivery. Explain how each risk will be mitigated (15) 	50
		Compliance of product with specifications The bidder must provide a comprehensive indication that all technical specifications shall be complied with. Proof (Accreditation documentation, approvals by manufacturers and compliance with governing regulations / standards)	20
GRAND TOTAL			100

NB: All Proposals that score less than 75% out of 100% on Technical Requirements shall not be considered for further evaluation for Price and B-BBEE

- **Stage 3:** Assessment of pricing submitted and B-BBEE score.

PRICE		Detailed quotation submitted	20
B-BBEE LEVEL		B-BBEE levels scored	10
GRAND TOTAL			30

ANNEXURE 1: COSTING TEMPLATE (PER DIGNITY PACK)

COST ELEMENT		UNIT COST	QUANTITY	COST	VAT	TOTAL
1.	Sanitary pads					
2.	Sanitizer bottle					
3.	Leaflet					
4.	Packaging					
5.	Warehousing					
6.	Distribution					
TOTAL COST PER DIGNITY PACK						

ANNEX 2: NACOSA Delivery Addresses & Quantities

NACOSA AGYW SUB-RECIPIENTS						
DISTRICT	NAME OF ORGANISATIONS WHERE GOODS SHOULD BE DELIVERED	DELIVERY ADDRESS	Q10 (01 July – 30 Sept 2021)	Q11 (01 Oct – 31 Dec 2021)	Q12 (01 Jan 2022 – 31 March 2022)	TOTAL
City of Cape Town	Partners in Sexual Health	15C Parin Road, Parow Industria 7493, Cape Town	3162	3556	8298	15016
City of Cape Town	Hope Africa	01 Braehead House Braehead Road Kenilworth, 7708 Cape Town	2824	1694	2542	7060
City of Cape Town	Amandla Development	62 Lillian Ngoyi Drive Samora Machel 7785 Cape Town	376	226	338	940
City of Cape Town	TB HIV Care	7th Floor 11 Adderley Street Cape Town City Centre Cape Town	564	338	508	1410
City of Cape Town	Amandla Development	Corner Ajax and Artemis Road Woodlands Mitchells Plain Cape Town	1806	2166	1446	5418
City of Cape Town	TB HIV Care	66-72 Main Road 1st Floor Wynberg 7800 Cape Town	1206	1446	963	3615
Tshwane	Childline Gauteng	Umvelinqangi Safe Space Hub R/1658 Bushveld Road (next to Mopane Road) Winterveld 0198	7616	4570	6854	19040
Tshwane	MIET SA	Rhulani Pharmacy Centre (Next to chillies) 2216 Corner Commissioner and Highway Soshanguve Block F 0152	7108	7998	18660	33766
Tshwane	Zakheni Training & Development Centre	Office No. 24 SF: 12 Central House Access Road Unit E Mabopane 0190	1904	1142	1714	4760
Bojanala	Childline North West	174 Joubert Street Rustenburg 0299	7602	5738	6644	19984
Bojanala	Lifeline Rustenburg	No 156 Klopper Street Rustenburg 0299	8848	10020	7178	26046
Bojanala	Show Me Your Number	70 Millo and Strumosa Stree Geelhout Park Rustenburg, 0299 (Opposite Geelhout Secondary School)	4712	5300	12368	22380

HIGHER HEALTH						
DISTRICT	NAME OF ORGANISATIONS WHERE GOODS SHOULD BE DELIVERED	DELIVERY ADDRESS	Q10 (01 July – 30 Sept 2021)	Q11 (01 Oct – 31 Dec 2021)	Q12 (01 Jan 2022 – 31 March 2022)	TOTAL
City of Cape Town	Higher Health	Sunclare Building HIGHER HEALTH, 4th Floor, 21 Dryer Street, Claremont, CT, 7708	903	2367	1014	4284
Tshwane	Higher Health	262 Rose Avenue Wild Olive Office Park Centurion 0157	1398	3666	1572	6636
Bojanala	Higher Health	263 Rose Avenue; Wild Olive Office Park Centurion 0157	732	1923	825	3480
Fetakgomo	Higher Health	Polokwane Campus Cnr College and Dorp Street; Polokwane, 0700	597	1552	666	2815
Nelson Mandela Bay	Higher Health	4 Brickfields Road Campus, Alexander Park, Uitenhage, 6229	1180	3067	1316	5563
Nyandeni	Higher Health	Libode Campus, R61 Port Saint Johns Road, Libode, 5160	586	1523	653	2762
Dihlabeng	Higher Health	10 Brill Street, Westdene, Bloemfontein, 9301	430	1117	479	2026
King Cetshwayo	Higher Health	Richards Bay Campus, Cnr Naboomnek & Via Richardia, Arboretum, Richards Bay, 3900	458	1191	511	2161
Zululand	Higher Health	Vryheid Campus; Office No 6; 50 Paterson Street, Newcastle CBD, 2640	86	224	96	407
Ehlanzeni	Higher Health	14 Henshall Street, Medcen Building, 3rd Floor, Office 301, Nelspruit, 1200	506	1316	565	2387
Gert Sibande	Higher Health	14 Henshall Street, Medcen Building, 3rd Floor, Office 301, Nelspruit, 1200	764	1987	852	3604

ECONOMIC STRENGTHENING LIVELIHOODS PROGRAMME						
DISTRICT	NAME OF ORGANISATIONS WHERE GOODS SHOULD BE DELIVERED	DELIVERY ADDRESS	Q10 (01 July – 30 Sept 2021)	Q11 (01 Oct – 31 Dec 2021)	Q12 (01 Jan 2022 – 31 March 2022)	TOTAL
Tshwane	Beulah Africa	Umvelinqangi Safe Space Hub R/1658 Bushveld Road (next to Mopane Road) Winterveld,0198	1789	1789	1789	5368
Ehlanzeni	Ikhumiseng Consulting	18 Gerrit Maritz Street Sonheuwel Central, Nelspruit 1201	1626	1626	1626	4878
Nelson Mandela Bay	MBAT	21 McHardy Avenue, Holland Park, Port Elizabeth, 6001	922	922	922	2766

Annexure 3: Beyond Zero Quantities and Delivery Addresses

BEYOND ZERO AGYW SUB-RECIPIENTS						
DISTRICT	NAME OF ORGANISATIONS WHERE GOODS SHOULD BE DELIVERED	DELIVERY ADDRESS	Q10 (01 July – 30 Sept 2021)	Q11 (01 Oct – 31 Dec 2021)	Q12 (01 Jan 2022 – 31 March 2022)	TOTAL
NMB	MIET Africa	Ms Zine Bam (0832830889) 134 Kempston Road, Korsten, Port Elizabeth 6020	25 700	32 966	32 966	91 632
OR Tambo	Social Change	Ms Nolubabalo Kwayimani (0737833407) 40 Leeds Road Umthatha (047-5313031)	20 500	30200	29 976	80 676
FetaKgomo	IHPS	Mr Musa Ntuli(0718647277) IHPS Office Atok Thusong Service Centre	5550	6013	5255	16 818
Thabo Mofutsanyane	IHPS	Mr Kennedy Sivhaga (0834908433) 36A Roux Street, Bethlehem 9701	2529	2740	2397	7 666