

TERMS OF REFERENCE
Supply, Warehousing and Delivery of Dignity Packs
TENDER | November 2021
REFERENCE: RFP BZ-GF-010-NOV 2021

1. SUMMARY

Bid Number	RFP BZ-GF-010-NOV 2021
Title	Provision, Warehouse and Delivery of Dignity Packs
Description	Beyond Zero seeks the services of Provisioning, Warehousing & Delivery of 142 513Sanitary Dignity Pads and Hand Sanitizers for the use of the AGYW in school, Community Safe Spaces and TVET for Adolescent Girls and Young Women Programme
Questions to	All technical enquiries must be emailed to bulumkof@beyondzero.org.za and all general bidding enquiries be emailed to tgf-procurement@beyondzero.org.za before 13h00 on Friday, 3 rd December 2021. No enquiries will be entertained after this date.
Submission of Bids	All bids MUST be submitted to tgf-procurement@beyondzero.org.za NOT LATER than 13H00 on 10 th December 2021
Validity Period	90 days
Submission must include	<ol style="list-style-type: none"> 1. CIPC Registration Documents 2. Certified Copies of the Directors 3. Company profile 4. B-BBEE certificate (All Failure on the part of a bidder to submit proof of B-BBEE Status level of compliance with Affidavit together with the bid, will be interpreted to that effect unless the bidder for B-BBEE level of contribution is not claimed.) 5. SARS tax clearance certificate / Tax Compliance Letter 6. VAT Registration Certificate / VAT Registration Letter (VAT REGISTRATION notice of Registrable) available for calling expenditure more than R1 million 7. Company's Bank Verification Letter 8. Signed and Signed Declaration of Interest for Suppliers of Services 9. Completed and Signed Declaration of Interest
Deadline for submission	13h00 on , Friday, 10 December 2021

2. 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 AGWY 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.

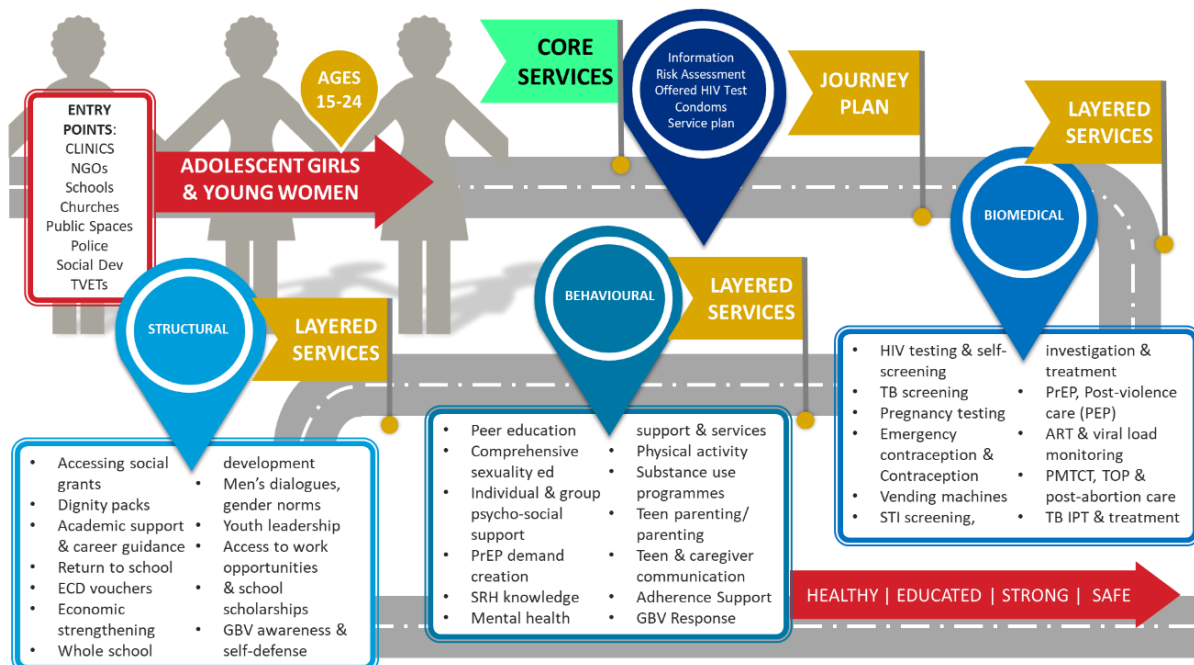
3. ADOLESCENT GIRLS & YOUNG WOMEN (AGYW) PROGRAMME

The Programme, implemented between 1 April 2019 until 31 March 2022, offers an age-tailored combination prevention package for AGYW aged 15-24. The programme targets AGYW in and out of school and aims to reduce the risk of AGYW contracting HIV, promote positive sexual behaviour change and personal empowerment. Specifically, the programme has the following five key objectives:

1. Increase retention in school
2. Decrease HIV incidence
3. Decrease teenage pregnancy
4. Decrease gender-based violence
5. Increase economic opportunities

Services are delivered by funded sub-recipients (SRs) in three tailored and targeted settings namely schools, TVETs and dedicated safe spaces in communities. A fourth “setting” or entry point is the mobile clinic that delivers clinical HIV and SRH related services at different points in the community within or nearby schools, TVETs and safe spaces. Figure 1 presents an overview of the Service Components that are currently being offered across the various implementation settings described in this document.

Figure 1. An AGYW’s Path through The My Journey Programme



The programme will be providing the AGYW with dignity packs, which include products to support monthly menstruation as well as sanitiser.

4. SCOPE OF WORK

4.1 Specifications

BEYOND ZERO invites the services of a suitably qualified company to supply and deliver **142 513** dignity packs for the AGYW Programme. The contents of each dignity pack are listed in the Table 1 below

QUANTITY	ITEM DESCRIPTION
1 x	50ml waterless hand sanitiser with 70% alcohol content. This must adhere to SANS 490 :213 regulations. Sanitiser should be placed in a clear plastic bottle with a flip top lid or spray bottle lid.
1 pack of 12 sanitary pads	<ul style="list-style-type: none">• Female disposable single use sanitary pad:<ul style="list-style-type: none">○ With wings○ Regular size○ Absorbent capacity must be suitable for normal flow○ Unscented○ Ultra thin• Pack should be sterile and environmentally friendly.• Sanitary pads shall have been made in accordance with sound manufacturing practice, and shall be of an acceptable uniform make, shape and finish.

4.2 Deliverables

All products need to be locally sourced. Pricing should be provided for each item listed above. Items which will be included in the final dignity pack will be confirmed by BEYOND ZERO before the contract is signed with the successful bidder.

Packing

The cost of packing each dignity pack should be costed based on the unit cost of each item. All the contents of the dignity pack i.e. 1 x 50ml hand sanitizer and 1 x pack of 12 sanitary pads, must be individually placed into a white cardboard box. 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.
- In terms of the branding for the boxes listed above, the standardized programme branding and full colour logo must be visible on each box. Branding guidelines are provided as Annexure D.
- 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:
 - X (Quantity) Dignity Packs, each pack containing (Contents);
 - The expiry date; where only numerals are used - the year shall be given in four digits.
 - Batch numbers
- The items of the dignity pack may not be placed in boxes smaller than 170mm X 150 mm X 110mm (length x width x height/ depth), however bidders are allowed to increase the size should the items not fit adequately into the box. The cost of the packaging must be adjusted accordingly. The boxes are to be constructed of corrugated cardboard and must be able to

withstand the effects of light, heat and/or moisture and guard against deterioration in storage.

- Products are to be packed in suitable boxes in such a manner as to ensure adequate protection.

Shelf life of products

- Where applicable, products, upon delivery must have at least 12 months of shelf-life before date of expiry.
- Any delivery of short dated supplies without prior written approval will be subjected to paragraph as above and the calculated balance (short dated stock) of any order will be returned to the supplier at his/her costs and a 5% administration fee.
- Contracted suppliers may make written applications to deliver material with a shorter shelf-life, provided such applications are accompanied by an undertaking that such short-dated stock will be unconditionally replaced before or after expiry and that such applications are approved before execution of the orders.
- Provided also that any such written application must include an undertaking by the contractor to apply the following discount formula when supplying short dated stock. $A = (12 - \text{months to date of expiry}) \% \times \text{consignment value short dated stock}$. Therefore, amount to be invoiced is: $\text{Consignment value} - A$, where A is the discount formula.
- Any participating programme Sub-Recipient and/or BEYOND ZERO may, without prejudice, decline written applications to deliver stock with a shelf-life of less than 12 months.

Product information documents

- Product information documents must accompany bid documents.
- It is the responsibility of the bidder to provide BEYOND ZERO with adequate information on all products.

Samples

- BEYOND ZERO requires the bidder to provide a box of samples of all products requested in this bid. The box must also be labelled as per the above specification to Beyond Zero offices at 110 Moore Street, Quigney, East London
- The samples should be a true representative of the product to be supplied
- The samples will be retained for the duration of the contract
- Samples should be clearly marked with the bidders name and address
- Failure to submit samples before the closing time stipulated below **13h00 on 08th December 2021 at 13H00** will invalidate the bid for such items offered

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.

Freight

- Once procured and packed, the goods will be packed as per the above guidelines and delivered to each Sub-Recipient. BEYOND ZERO will provide the addresses for delivery to the successful applicant.
- The deliveries need to be done within the timelines stipulated.

Insurance

The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in this document.

4.3 Timeframes

The ordered quantities of the following **dignity packs** are required to be delivered to NGOs funded by BEYOND ZERO (addresses as supplied below) on 24 January 2022 at the following addresses:

Table 2. BEYOND ZERO AGYW Quantities

BEYOND ZERO	QUANTITIES
Feta-Kgomo	11 268
Free State	5 137
NMMD	65 932
Nyandeni	60 176
TOTAL FOR BZ	142 513

Table 3. Beyond Zero Quantities and delivery Addresses a

BEYOND ZERO AGYW SUB-RECIPIENTS					
DISTRICT	NAME OF ORGANISATIONS WHERE GOODS SHOULD BE DELIVERED	DELIVERY ADDRESS	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	32 966	32 966	65 932
OR Tambo	Social Change	Mr Siya Ndesi (0732432949) 40 Leeds Road, Umthatha (047-5313031)	30 200	29 976	60 176
FetaKgomo	IHPS	Mr Musa Ntuli(0718647277) IHPS Office Atok Thusong Service Centre	6 013	5 255	11 268

Thabo Mofutsanyane	IHPS	Mr Kennedy Sivhaga (0834908433) 36A Roux Street, Bethlehem 9701	2 740	2 397	5 137
TOTALS			71 919	70 594	142 513

Please note: The numbers above may change over the grant period.

The following reports must be submitted upon delivery to BEYOND ZERO:

- (a) Signed delivery notes
- (b) Quality adherence – provision of certificate of adherence to quality specifications provided upon delivery

4.4 Budget

BEYOND ZERO is a non-profit and public benefit organisation with a limited budget, entirely funded by donors. This means we need a high quality but cost-effective service through a transparent procurement process. As stipulated above, the price must be all inclusive - include packaging, freight charges, and insurance for all products.

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in the bid submitted.

5. BIDDING & TENDER REQUIREMENTS

Successful companies should have:

- A demonstrated ability to access the number of commodities required within the tight timeframes.
- Legal status recognised to work in South Africa.
- Demonstrated ability to deliver quality products for the population or related past experience.
- Good administration and project management ability.
- Bidders may only submit bids for all products being tendered for.
- Only offers that meet the technical specifications in all aspects as stipulated in the bid document will be considered further.

As a non-profit networking organisation committed to transformation in South Africa, BEYOND ZERO welcomes tenders from black-owned enterprises, people living with HIV, women and people with disabilities.

5.1 Submission of Tender Bids

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 certificate (<i>Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor/Valid Sworn Affidavit together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</i>)
Annex 2	Valid SARS Tax Clearance Certificate/ Tax Compliance Letter/PIN
Annex 3	CIPC Registration documentation.
Annex 4	VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R1 million
Annex 5	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 .
Annex 8	Customer/Supplier References (per the Terms of Reference)
Annex 9	Detailed Quotation
Annex 10	Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank, bank statement or cancelled cheque
Annex 11	Company documents: Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and list of active Directors or Members
Annex 12	A plan on how delivery will be executed. If the bidder plans to source stock from another manufacturer or distributor, a letter of undertaking from such manufacturer or supplier must be attached.
Annex 14	Sample box labelled and dignity pack samples delivered to Beyond Zero, 110 Moore Street, Quigney
Annex 15	SAHPRA Certificate
Annex 16	Certificate of Analysis of the Sanitizer Content with proof that its at least 70% alcohol

All proposals must be submitted on line at tgf-procurement@beyondzero.org.za with reference no BZ-GF-010-NOV 2021 in the subject line not later than 10th December 2021@13H00. PLEASE NOTE: No telephonic queries will be entertained by any BEYOND ZERO staff member.

All technical enquiries must be sent to pamq@beyondzero.org.za and bulumkof@beyondzero.org.za not later than Friday, 3rd December 2021 at 13:00.

Tender Bids must be submitted by 13h00 on 10th December 2021 on Tgf-procurement@beyondzero.org.za

6. 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:

6.1 Evaluation Stage 1: Correctness and completeness

Bidders must provide the above documentation and the sample items as specified.

Please note: The absence of the sample items and/or the following documentation automatically disqualifies the bid:

- i. Above table bears reference for returnables

6.2 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 out of 100 points 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	10
Demonstrable experience with supply and delivery of quality products per specification, including showing value add with evidence to support the response.	<p>1 point = Satisfies the requirement with major reservations. Considerable reservations regarding how the Bidder will meet this requirement by their showing their understanding of product sourcing and quality measures, with little or no evidence to support the response.</p> <p>2 points = Satisfies the requirement with minor reservations. Some minor reservations regarding how the Bidder will meet this requirement by their showing their understanding of product sourcing and quality measures, with limited evidence to support the response.</p> <p>3 points = Satisfies the requirement. Demonstration by the Bidder of how they will meet this requirement by their showing their understanding of product sourcing and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</p> <p>4 points = Satisfies the requirement with minor additional benefits. Above average demonstration by the Bidder of how they will meet this requirement by their showing their understanding of product sourcing and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response</p>	10%

	<p>5 points = Exceeds the requirement.</p> <p>Exceptional demonstration by the Bidder of how they will meet this requirement by their showing their understanding of product sourcing and quality measures.</p> <p>Response identifies factors that demonstrate added value, with evidence to support the response.</p>	
<p>Demonstrable experience with supply of dignity packs for public health programmes.</p> <ul style="list-style-type: none"> • <i>Proven experience must be clearly demonstrated in the proposal by means of list of projects and high-level detailed scope, Purchase orders and/or Tenders awarded.</i> • <i>Contactable/ verifiable references, in a letter format, must include tender/project details, telephone or cell phone numbers, email address and contact names.</i> 	<p>1 point = 2 Signed Completion Certificates or Testimonials</p> <p>2 points = 3-5 Signed Completion Certificates or Testimonials.</p> <p>3 points = 6+ Signed Completion Certificates or Testimonials.</p>	35%
<p>Compliance of product with specifications</p> <p>The bidding organisation must provide comprehensive details that all technical specifications as stated in this tender document shall be complied with.</p> <p>Proof (Accreditation documentation, approvals by manufacturers and compliance with governing regulations / standards)</p>	<p>0 = Inadequate proof given</p> <p>5 = Proof given that adequate equipment and processes</p>	20%
<p>Demonstrated relationship with a courier company/network to support the delivery plan to all sites</p>	<p>Yes = 5</p> <p>No = 0</p>	10%
<p>Capacity to deliver.</p> <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>0 = Inadequate proof given</p> <p>5 = Proof given that adequate equipment and processes</p>	10%
<ul style="list-style-type: none"> • <i>70% Alcohol Content</i> 	<p>70% Alcohol content = 5</p> <p>Less than 70% =0</p>	5%
TOTAL		100

6.3 Evaluation Stage 3: Price

Bidders whose bids achieve a minimum of 70 points on the above technical evaluation will continue to be evaluated on price and BBBEE. Bids that do not meet the 70 points on the functionality 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
Total Points	100

BBBEE points allocation is calculated 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