



P.O. Box 13912, HATFIELD, 0028 | 2nd Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA, 0028, Tel: +27 012 748 1000, Fax: +27 086 667 8894
VAT No.: 496 026 5751

RFQ	RFQ 07/0005/2023
CLOSING DATE:	24 July 2023
CLOSING TIME	14h00PM
DESCRIPTION OF BID:	Appointment for a Service provider engage a service provider to conduct mapping of “hot spots” with limited HIV literacy in private sector settings so that interventions and resources (material development and distribution) for these settings can be prioritized.
Number of Service Providers	SANAC Trust to Appoint one (1) Service provider to work
RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES:	
<ul style="list-style-type: none">- Email address: Beullah@sanac.org.za- Copied: Mbali@sanac.org.za- Copied: Mandisa@sanac.org.za	
Email submission is accepted for this request	

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO MAP LIMITED HIV LITERACY HOT SPOTS IN PRIVATE SECTOR SETTINGS, DEVELOP AND DISTRIBUTE LITERACY MATERIAL WHERE LITERACY MATERIAL IS LIMITED

1. Introduction

SANAC Trust seeks to appoint a service provider to map limited HIV literacy “hot spots” in private sector settings so that interventions and resources (material development and distribution) for these settings can be prioritized. The mapping will be conducted in 6 districts (2 different provinces) with high number of HIV cases clients.

2. Background

The National Department of Health (NDoH) reports that South Africa is at 93-76-89 for the total population towards achieving the 95-95-95 UNAIDS goals, which reflects the highest gap being in treatment followed by viral load suppression.

SANAC conducted consultations with various stakeholders, and it was reported that lack of treatment literacy interventions, lack of information dissemination around Undetectable equals Untransmittable (U=U) science, and treatment fatigue were top on the list of issues that are contributing, and more effort is needed to scale up treatment literacy interventions in South Africa.

Treatment literacy means people, both individually and in communities, understand what HIV drugs are, why they are needed and what they can and cannot do. Treatment literacy translates medical information about Antiretroviral Treatment (ART) into languages and formats that are accessible and understandable to everyone. It encourages people to know their HIV status, explains how to get access to treatment, offers information on drug regimens, offers support and ideas for adhering to treatment and helping others to do so, emphasizes the importance of maintaining protective behaviours and healthy living, and suggests strategies for overcoming stigma and discrimination and gender inequality "(UNESCO/WHO, 2005)

Treatment education is not only the responsibility of the public health sector and should also include other sectors and constituencies such civil society organizations, education department, as education institutions often can reach further into communities around them (UNAIDS Inter Agency Task Team on Education, 2006).



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3. Scope of Work

SANAC seek to engage a service provider to conduct mapping of “hot spots” with limited HIV literacy in private sector settings so that interventions and resources (material development and distribution) for these settings can be prioritized. This exercise will be conducted in two provinces with high numbers of HIV cases in the private sector. Three districts with a high HIV burden from each province will be prioritized (6 districts in total)

The service provider is expected to:

- a. Attend an inception meeting with SANAC lead to present the project implementation plan, expectations, and timelines.
- b. Finalise and submit the list of identified rooms/settings where the mapping will take place, develop a database for the prioritised sites for each of the six high burdened districts.
- c. Conduct mapping on limited HIV literacy hot spots (contacting/visiting GP rooms and external treatment pick up points) and provide report to SANAC.
- d. Design HIV literacy pamphlets with graphics (based on the identified limited literacy content) using the HIV Literacy concepts and approved literacy messaging.
- e. Print 500 pamphlets (A4- color- side by side) and distribute the material to the identified sites.
- f. Write and submit a project close- up report.

3. Expected deliverables.

Based on the above scope of work and methodology, the prospective service provider must provide the following outputs:

1. Attend an inception meeting.
2. Write and submit the inception meeting report with action plans and the list of identified sites.
3. Conduct the limited HIV literacy hot spot mapping across the identified districts.
4. Document and submit findings to SANAC.
5. Design HIV literacy pamphlets and present the draft to SANAC for approval (as per SANAC specifications)
6. Print and distribute 500 copies (A4- color- side by side) across all districts/identified sites
7. Write and submit a project close-up report.

4. Experience

- 1) Understanding of HIV cascade and Treatment literacy land scape
- 2) Understanding of HIV treatment literacy challenges and benefits
- 3) Knowledge about the development of HIV literacy content and messaging
- 4) Experience in developing HIV, STI and TB projects, literacy plans or initiatives.

5) HIV project management knowledge

8. Competencies and special requirements

The service provider should meet the following criteria:

- Registered with CIPC/ NPO registry according to the S.A registration NPO/Company law.
- Tax compliance certificate/ SARS pin
- Registered with Central Supplier Database (CSD)
- Have at least 5 years of experience, in delivering HIV Treatment and literacy interventions.
- Knowledge of HIV, TB and STIs programs in South Africa.
- Thorough understanding of HIV in the context of treatment and prevention and adequate understanding of challenges faced by PLHIV.
- Knowledge and/or understanding of the SANAC and its stakeholders.

9. Timelines

The project will run over a period of 6 weeks- period (25 July- 01 September 2023)

10. Criteria for selection

The selection of the best offer will be based on the combined scoring method.

- **Stage 1:** The proposals will be evaluated on functionality. An evaluation panel will allocate points in respect of functionality according to the criteria set out on the functionality table. Proposal will be evaluated on a scale of 1-5 in accordance with criteria below.

ELEMENT	Rating	Weight	Rating score	Total
<p>Detailed Technical proposal demonstrating a clear process and methodology with intermediate and final outputs, identified timeframes/milestones, and management of the Project for delivering high-quality products in line with the ToRs:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Addressed poorly = 1 point <input type="checkbox"/> Addressed but with limitations= 2 points 	<div style="display: flex; justify-content: space-between;"> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> </div>	35	1= very poor 2=average 3= good 4= very good 5= excellent	



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ELEMENT	Rating	Weight	Rating score	Total
<ul style="list-style-type: none"> <input type="checkbox"/> Addressed adequately = 3 points <input type="checkbox"/> Adequately addressed with understanding in some areas = 4 points <input type="checkbox"/> Extensively addressed with an advanced understanding, clear timelines, and deliverables as per the ToR =5 points 				
<p>Understanding of HIV cascade and Treatment literacy land scape and of HIV treatment literacy challenges and benefits. Attach implementing staff CV's and portfolio with company experience:</p> <p>0= No experience 1= 1 year 2=1-2 years 3= 3-4 years 4= 5-6 years 5= 7 years</p>		35	0= No experience 1= 1 year 2=1-2 years 3= 3-4 years 4= 5-6 years 5= 7 years	



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ELEMENT	Rating					Weight	Rating score	Total
<p>Demonstrated knowledge about the development of HIV literacy content and messaging HIV projects and experience in developing HIV, STI and TB projects, literacy plans or initiatives. Attached evidence of previous work or references</p> <p>The information must have a project description.</p> <p>Points</p> <p><input type="checkbox"/> 1= 1 Reference letter <input type="checkbox"/> 2= 2 Reference letters <input type="checkbox"/> 3= 3 Reference letters <input type="checkbox"/> 4= 4 Reference letters <input type="checkbox"/> 5= 5 Reference letters</p> <p>The Reference letters should clarify the value of contract, duration and nature of services provided</p>						30	1= 1 Reference letter 2= 2 Reference letters 3= 3 Reference letters 4 = 4 Reference letters 5 = 5 Reference letters	
Functionality Stage 1						100		

Stage 2: Bidders who obtained 70 on Functionality will be evaluated on Price & BEE using preference point system of 80/20 as per the below table:

Preference point system (80/20)	Weighting percentage (Must add up to 100 %)
Price	80% of 100 Points

BEE	20% of 100 Points
Total:	100%



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i. Price Calculations

A maximum of 80/20 point system has been allocated to this bid on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

ii. Point awarded for BBE status level of contributor

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

11. Supervision

The service provider will be supervised by the SANAC Treatment Technical Lead: NSP Implementation unit at SANAC.

12. Conditions.

- The selected provider will be governed by and subject to SANAC Terms and Conditions for the individual contract.
- Travel and costs associated with the project will be covered by service provider.
- The service provider will use his/her own equipment including computer to produce deliverables.
- All communications shall be done through available channels, and SANAC recommended virtual platforms

11. Submission of proposal

- Proposals must be submitted by email to Beullah@sanac.org.za
- No hard copy proposals may be delivered.
- Please use reference: **“OF A SERVICE PROVIDER TO MAP LIMITED HIV LITERACY HOT SPOT IN PRIVATE SECTOR SETTINGS, DEVELOP AND DISTRIBUTE LITERACY MATERIAL WHERE LITERACY MATERIAL IS LIMITED** “in the email subject line.
- Address to be put on the Quote:

SANAC, 2nd Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA, 0028 VAT no: 496 026 5751

Proposals must be submitted by email by no later than 11h00am on, **24 July 2023**. Only proposals submitted by email to Beullah@sanac.org.za will be accepted and reviewed – no late proposals will be reviewed.

11.1 Documents for submission

Section	Title
1.	Technical Proposal demonstrating ability to complete the assignment and produce a quality document as per scope of work detailed above
2.	Quotation - Price proposals that is fully inclusive of ALL costs to deliver the outputs indicated in the terms of reference with concise budget notes
3.	Evidence of having completed similar assignment

4.	The CV of the proposed team to undertake the work and all individuals to be involved in the assignment.
5.	PIN for Tax clearance certificate verification
6.	Valid B-BBEE Certification/affidavit
7	Company director's certified ID copy

1. Submission of proposal

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

Service Providers must provide the above documentation as specified.

The absence of any of the abovementioned documentation automatically disqualifies the application.

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. Service Providers must obtain a minimum of 70 out of 100 to be shortlisted.

Evaluation Stage 3: Shortlisted service providers will be evaluated on Price & B-BBEE

