



Template: RFP - Annexure A

Bid Number: RFP SANAC 001082025

SANAC is seeking a community-based organization (CBO) with a national footprint to implement the component of the early warning and disease surveillance systems.

Closing Date and Time: 07 October 2025 @ 16h00

Validity Period: 120 Calendar days after the closing date.

BRIEFING SESSION

Date:	N/A
Time:	N/A
Venue:	N/A
Compulsory:	N/A

BID DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY TO THE FOLLOWING EMAIL ADDRESS:

tenders@sanac.org.za

Only email submissions will be accepted

Please use the Bid number on the subject line.

ENQUIRIES:

Any clarification required by a bidder regarding the meaning or interpretation of the document or any aspect concerning the submission is to be requested **in writing** by the 01 October 2025:

tenders@sanac.org.za



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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SOUTH AFRICAN NATIONAL AIDS COUNCIL.

1 SUPPLIER INFORMATION

The following section must be completed by the bidder. Failure to do so may result in the offer being rejected.

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No



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[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVID (FOR EMES & QSEs) MUST BBE SUBMITTED IN ORDER TO QUALIFY FOR POINTS CLAIMED]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		☐ YES ☐ NO	
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			



PART B TERMS AND CONDITIONS FOR BIDDING

1. SUBMISSION
1.1. All bids must be submitted on the official forms provided – (not to be re-typed) or in the manner prescribed in the bid document. 1.2. This bid is subject to the Preferential Procurement Policy Framework Act, 2000, and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract (SCC). 1.3. Submission of Bid responses Responses to Bid must be submitted before the closing date and time indicated on the cover page. Late bids will not be accepted for consideration. 1.4. The South African National Aids Council (SANAC) is not bound to accept any of the offers submitted and reserves the right to: 1.7.1 Reject bids that are not according to Specifications / Terms of Reference; 1.7.2 Request further information from any bidder after the closing date of the bid for clarity purposes; 1.7.3 Conduct site inspection/s to verify the infrastructure of bidders before final selection and award; 1.7.4 Not to award the bid if the bid price is not market related; 1.7.5 Not to award the bid to a bidder whose tax matters have not been declared by the SARS to be in order; 1.7.6 Reject a bid if the bidder has committed a proven corrupt or fraudulent act in competing for any contract; 1.7.7 Award the bid in totality to one or partially to more than one bidder. 1.7.8 Conduct reference / background checks on bidders and / or individuals to, among other things, verify information provided by a bidder, confirm a firm's existence and track record, identify its owners and affiliations or verify an individual's educational and professional credentials. 1.5. SANAC may, prior to award of the bid, cancel the bid if: 1.5.1. Due to changed circumstances, there is no longer a need for the goods or services requested; 1.5.2. Funds are no longer available to cover the total envisaged expenditure; 1.5.3. No acceptable tenders are received;



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- 1.5.4. Due to material irregularities in the tender process.
- 1.6. Any effort or attempt by a bidder to influence the award decision in any matter may result in the rejection of the bid.
- 1.7. Costs incurred by the bidder in respect of attending any briefing / information / site visit / presentation will be borne by the bidder and the South African National Aids Council will not be liable to reimburse such costs incurred by the bidder or his/her representative/s.
- 1.8. Cost incurred by the bidder in preparing and submission of any bid proposal will be borne by the bidder and the South African National Aids Council will not be liable to reimburse such costs incurred by the bidder or his/her representative/s.
- 1.9. The South African National Aids Council shall on receipt of any proposal relating to this bid become the owner thereof and shall not be obliged to return any proposal.
- 1.10. The bidders shall indemnify the South African National Aids Council against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the goods or any part thereof by the South African National Aids Council.
- 1.11. Subcontracting: Tenderers or contractors must submit proof of subcontracting between the main tenderer and the subcontractor. Proof of subcontracting arrangement may include a subcontracting agreement between the main tenderer and the subcontractor.
- 1.12. The SANAC reserves the right to request final presentation only to the short listed bidders to the evaluation committee. The shortlisted service providers will be subjected to present their service offering in line with the bid requirements/scope of work. The SANAC might also conduct site visit to ensure the firm existence and validate the firm's proposed capacity/employees and administration office.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Bidders may also submit a printed Tax Compliance Status (TCS) certificate together with the bid.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.



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PART C
DECLARATION BY BIDDER

I, in my capacity as
..... hereby declare that I have read and
understood the contents and conditions of this bid and certify that the information furnished is true
and correct. I accept that, in addition to cancellation of a contract, action may be taken against me
should the information provided prove to be false.

Signature:

Date:

Annexure B

General Conditions of Contract

In accordance with the Framework for Supply Chain Management [Section 76 (4) (c) of the PFMA] that was promulgated in Government Gazette Number 25767 on 5 December 2003 as Treasury Regulations, National Treasury is required to issue general conditions of contract and bid documentation for supply chain management.

This Request for Quotation and any contract emanating from this Request for Quotation are subject to the General Conditions of Contract (GCC) which were revised in July 2010.

The General Conditions of Contract (GCC) revised and issued by National Treasury in July 2010 are available on the website of National Treasury.

http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf



Annexure C

Bidder's Disclosure



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name).....

..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an



- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

Annexure D

Preference Points Claim Form in terms of the
Preferential Procurement Regulations 2022

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor		
Level 1	20	
Level 2	18	
Level 3	14	
Level 4	12	
Level 5	8	
Level 6	6	
Level 7	4	
Level 8	2	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	



Annexure E Pricing

Annexure E

Pricing Schedule



Pricing

SBD3.3

NAME OF BIDDER:

.....

1. PRICING SCHEDULE/S

(Please include your Quotation as well in your company letterhead- and Cost Breakdown)

- 1.1 Item 1:** The appointment of a community based organisation (CBO)to establish community based surveillance , as per the TOR.

All prices must be in South African rand value and must be inclusive of VAT.

- 1.1.1** Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT for the project. R.....

- 1.2** Period required for commencement of the project after acceptance of bid



1. Introduction

South Africa is a recipient of the pandemic preparedness fund from the World Bank. The fund seeks to prepare the country to detect and respond to future anticipated pandemic outbreaks that have the potential for widespread infectious diseases in societies. The pandemic fund is coordinated by the National Department of Health (NDOH) and its implementation is overseen by the World Health Organisation (WHO), United Nations Children Fund (UNICEF), and Food and Agricultural Organisation (FAO) as the implementation entities, through the One Health Approach. The grant aims to establish robust public health infrastructural systems, and community-based surveillance, and coordinate multisectoral action to mitigate the impact of future health emergencies.

The grant has three components comprising early warning and disease surveillance systems, strengthening laboratory systems, and strengthening of community health workforce. The South African National AIDS Council (SANAC) is tasked with coordinating the implementation of the early warning and disease surveillance systems. In the early warning surveillance systems, SANAC will be responsible for coordinating the establishment of community-based surveillance (CBS) systems, which will focus on training, recording, and reporting emergent pandemics. The implementation drive for the grant will be between the Government, Communities, and Civil Society Forums (CSF).

SANAC is seeking a community-based organization (CBO) with a national footprint to implement the component of the early warning and disease surveillance systems.

2. Key Objectives of the project

- **Early Detection:** Build systems that will assist in identifying and reporting unusual health events in communities rapidly.
- **Community Empowerment:** Mobilize and train community members and leaders to be pandemic agents.



Terms of Reference / Specification

- **Health System Integration:** Ensure CBS data feeds into district and national surveillance systems.
- **Multisectoral Coordination:** Forge partnerships with stakeholders such as civil society, government, and private sector under SANAC's leadership to monitor implementation.

3. Scope of work

The desired CBO is expected to establish a functional community-based surveillance system by engaging communities, community-based organizations, civil society groups, and local leaders; empowering them to actively participate in disease surveillance efforts, including reporting of animal, human, and environmental health events, adherence to public health measures, and collaboration with healthcare, veterinary, and environmental health providers.

The key deliverables include;

- The development of M&E Framework and building community data collection tools, an analytical platform to assist in recording and reporting collected data of emergent identified cases in the community – The built system should be able to feed to other health systems such as DHIS, eIDSR, and SANAC Situation Room.
- Appointments of eighteen (18) community-based surveillance officers that will be responsible for engaging the communities through training and ongoing data collection and reporting – 6 appointments per district each year, and the cadres should have health background to easily detect infections.
- Conduct Training and orientation of community-based surveillance officers in pilot districts - Training on CBS, Mapping, data collection Tools, and reporting.
- Conduct baseline assessment and mapping of resources and mapping of community structures.
- Frequent data collection, collation, analysis, and reporting of all identified community cases and trainings.



Terms of Reference / Specification

- Provide monthly, and quarterly project updates and reports (program and finance) to the SANAC team on the deliverables and milestones.
- Present the progress during program review meetings (to be conveyed by SANAC).

4. Funding Information

The CBO applicants are expected to submit a detailed budget breakdown that is all cost-inclusive, with budget justification for respective years- (Year 1,2 &3)

5. Eligibility Criteria

- Locally registered in line with the NPO Act 71 of 1997 requirements, and operational within the stated Provinces and Districts.
- Certified copy of NPO certificate.
- Have been operational for a minimum of 5 years; (This will be confirmed through the entity's dates of registration, and submission of activity reports for the period : Annual returns, Annual Financial Statement/ Financial Reports, and Income Tax returns, and those with tax exemption certificate should submit).
- Must have received and handled donor funding of more than R200 000.00 per annum in the past;
- Organisation Board resolution , Latest Board minutes
- Submission of Constitution of the Organisation
- Submission Copy of the last Annual Financial Statement (AFS).
- Copy of a bank statement indicating account number and bank code (certified by bank and not older than 3 months from grant application date
- A certified copy of the tax clearance certificate or confirmation that registered as Public Benefit Organisation
- Evidence of Physical office structure



Terms of Reference / Specification

- Have prepared narrative and financial reports to a donor for the period that you have been funded for, which must be attached to this application as supporting documents.
- Demonstrate basic organisational and financial systems being in place (organisational policies including organogram).
- The team members leading the grant must demonstrate prior experience in implementing similar projects and have at least a health degree or an equivalent qualifications.

6. Timelines/ Project Duration

The implementation of the project will last for a period of two and half years period starting from October 2025 and ending in December 2027.

7. EVALUATION PROCESS

The Bid will be evaluated in 3 stages as mentioned below:

- **Stage 1: SCM Administrative requirements.**
- **Stage 2: Technical / Functional evaluation.**
- **Stage 3: Price and Specific Goals (BEE).**

7.1 Stage 1: SCM Compliance requirements

Bids received will be verified for completeness and correctness. SANAC reserve the right to accept or reject a Bid based on the completeness and correctness of the documentation and information provided.

Bidders are to ensure that they submit the following documentation with their bid.

Document	Comments
SBD 1 Invitation to bid	Completed and signed.



Terms of Reference / Specification

SBD 3.3 for Pricing Schedule	Completed and signed. Bidder must also attach a quotation with price breakdown.
SD 4 (Bidder's Declaration)	Completed and signed.
SBD 6.1 (Preference Points Claim Form)	Completed and signed if points are claimed.
CSD Summary Report	Bidder must attach a recent copy of the CSD report.
Tax Clearance Certificate	Bidder must attach TCC. Bidder's tax matters must be in order.
BBBEE Certificate	Valid and compliant original B-BBEE and/or certified copies of Sworn Affidavit must be submitted for any points claimed.
CBO registration documents	Bidder must attach registration documents.

7.2 Stage 2: 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.

Evaluation Criteria	Maximum scores (Points Allocation)
Bidders' qualification and experience Submitted appropriate project lead and team members qualifications in line with the ToR and show experience in successfully executing similar projects related to pandemic preparedness, surveillance, and capacitation (bidder to submit CVs, qualifications, and 3 letters showing previous community work experience). - No degree and experience shown as well as letters = 0 - Unrelated health degree with less than 5 years of work experience and less than 3 letters = 5 -10 - Related health degree with more than 5 years' experience and less than 3 letters = 11-20 points	30 points



Terms of Reference / Specification

- Related degree with more than 5 years of work experience and more than 3 referral letters of community work = 21-30 points	
Submit a detailed technical proposal including methodology demonstrating your value proposition to the SANAC Trust that sets you apart. (The CBO should submit a detailed proposal showing understanding of the scope, methodology, deliverables, and, timeframe). - No clear outline of the project implementation = 0 - Minimal demonstration of project implementation = 5-10 - Adequate demonstration of project implementation with 1 missing piece of the requirement = 11-20 - Fully coverage of scope, methodology, deliverables, and timeframe = 21-30	30 Points
The bidder must submit all of the organizational registration document as stipulated in the ToR, including proof of banking statements, and proof of office space (Non-Compliant of registration documents will disqualify the CBO's capability to implement): - No documents were attached = 0 - Limited registration and operational documents less than five years of company registration were submitted = 05 -10 - All registration documents of more than five years were submitted with one not complying or missing = 11-15 - All registration documents submitted are in line with the ToR and non-missing or expired =16 -20	20 points
Submit a training plan on early warning and diseases surveillance systems and or pandemic preparedness, showing community capacitation experience in either training, sensitizing, conducting dialogue to multisectoral bodies. (The CBO should submit evidence	20 points



Terms of Reference / Specification

through letters of having conducted either of the above to different constituencies in South Africa	
- No training referral submitted = 0 - Training referral submitted but not aligned to community setting = 10-15 - Training referral submitted meeting the requirement = 16-20	
Total	100

Bidders who obtained 70 on Functionality will be evaluated on Price & Specific goals (BEE).

7.3 Stage 3: Price and Specific and specific goals (BEE).

Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goals (Refer to Annexure D: Preference Points Claim Form).

The maximum points for this bid are allocated as follows:

	Points
Price	80
Specific goals (BEE claim points)	20
Total points for Price and Specific Goals	100



8. DUE DILIGENCE

The South African National Aids Council reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits, reference checks and requests for additional information.

SANAC reserves the right to:

- *To inspect premises prior to awarding bid
- *To withdraw and cancel the bid
- *To sign and conclude a formal contract with the successful bidder
- *To appoint more than one service provider (s)