



Annexure A

Bid Number: RFP SANAC 001092026

THE APPOINTMENT OF THE LEAD WRITER CONSULTANT FOR THE DEVELOPMENT OF SOUTH AFRICA'S GLOBAL FUND GRANT CYCLE 8 (GC8) REQUEST FOR FUNDING (IMPLEMENTATION PERIOD: 1 APRIL 2028 – 31 MARCH 2031).

Closing Date and Time: 15 October 2026 @ 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 to : tenders@sanac.org.za** by the **12 October 2026**.



Annexure A

Contents

Invitation to Bid	Annexure A
General Conditions of Contract (GCC)	Annexure B
Bidder's Disclosure	Annexure C
Preference points claim form in terms of the Preferential Procurement Regulations 2022.....	Annexure D
Pricing Schedule	Annexure E
Specifications / Terms of Reference	Annexure F



Annexure A

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



Annexure A

[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.			



Annexure A

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 of the bid. 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. The South African National Aids Council 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;



Annexure A

- 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 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 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 ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.



Annexure A

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

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

activity for the execution of a contract.

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:

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

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:

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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 Schedule

NAME OF BIDDER:

1. PRICING SCHEDULE/S

(The bidder must also attach a quotation with a price breakdown.)

1.1 Item 1: The appointment of the Lead Writer Consultant for the Development of South Africa's Global Fund Grant Cycle 8 (GC8) Request for Funding (Implementation Period: 1 April 2028 – 31 March 2031), 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

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1.3 Are the rates quoted firm for the full period of the project?

1.3.1 *If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.



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VAT No.: 496 026 5751

Terms of Reference for the Lead Writer Consultant: Development of South Africa's Global Fund Grant Cycle 8 (GC8) Request for Funding (Implementation Period: 1 April 2028 – 31 March 2031)

1. Background

The South African National AIDS Council (SANAC) is a multi-sectoral body established to coordinate South Africa's response to HIV, Tuberculosis (TB) and Sexually Transmitted Infections (STIs). The South African Country Coordinating Mechanism (CCM), hosted by SANAC, is responsible for coordinating the development and submission of funding requests to the Global Fund to Fight AIDS, Tuberculosis and Malaria (GF) and for overseeing the implementation of GF grants.

South Africa is preparing its Grant Cycle 8 (GC8) Request for Funding for the implementation period 1 April 2028 to 31 March 2031. The GF has allocated USD 402,982,744 to South Africa to support the implementation of programmes for HIV, TB and Resilient and Sustainable Systems for Health (RSSH), subject to the development and approval of a technically robust and competitive Request for Funding.

The Request for Funding must be developed through an inclusive country dialogue process and be informed by robust epidemiological, programmatic, financial and operational evidence. The application must align with South Africa's National Strategic Plan and comply with the GF Allocation Letter, Funding Request Instructions, Modular Framework, Prioritisation Guidance, Sustainability, Transition and Co-financing (STC) Policy, Technical Review Panel (TRP) review criteria and other applicable GF guidance.

To support this process, SANAC seeks to appoint a suitably qualified and experienced Lead Writer to lead the technical writing, synthesis and integration of South Africa's HIV, TB and RSSH Request for Funding. In line with the agreed division of labour, overall process and stakeholder management, including coordination of the team of consultants, will rest with the SANAC Lead Coordinator. The Lead Writer will be responsible for developing the funding request narrative; synthesising technical evidence and stakeholder inputs; reviewing application attachments for alignment with the narrative; and ensuring submission of a coherent, high-quality, evidence-based and investment-focused application that complies with GF requirements.

2. Purpose of the Assignment

The purpose of this consultancy is to provide technical leadership for the development, drafting, integration and finalisation of South Africa's GC8 Request for Funding, ensuring that the application is evidence-based, strategically focused, internally consistent and compliant with GF requirements.

As per the GC8 GF Allocation Letter, the GF will support South Africa with prioritised investments for the following -

HIV: a) expanding treatment coverage (currently 80%), retention and re-engagement broadly and among key and vulnerable populations and adolescent girls and young women; b)



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continuing efforts to identify those with advanced HIV disease and ensure access to treatment and the full advanced HIV disease package of care; c) continuing to address HIV prevention coverage gaps in populations with the highest HIV incidence; d) prioritizing scale up of long-acting injectable Lenacapavir (LEN) in line with the national plan; and e) continuing investment to address barriers to accessing HIV prevention and treatment services such as those related to human rights and gender.

TB: a) continuing to strengthen interventions to find and treat all people with Drug-Susceptible and Drug-Resistant -TB including children and people living with HIV (treatment coverage at 74% / 2024 for DS-TB), while scaling-up TB prevention and improving treatment outcomes (TSR 71% / 2023 for DSTB); b) continuing to leverage innovations to strengthen the TB care cascade, generate efficiencies through optimised screening, diagnostic networks and tools, and expand access/coverage through integrated service delivery models; and c) adopting cost-effective diagnostic tools, optimising screening algorithms, and providing shorter treatment regimens.

Working closely with the CCM, Request for Funding Sub-Committee, Lead Coordinator, SANAC Units, Principal Recipients (PRs), other technical consultants, communities and development partners, the Lead Writer will synthesise evidence and consultation inputs, support programme prioritisation, develop the funding request narrative, and integrate technical inputs across the application package.

The Lead Writer will ensure alignment of the Request for Funding with the GF Allocation Letter, Funding Request Instructions, Modular Framework, GC8 Prioritisation Guidance, Sustainability, Transition and Co-financing requirements TRP review criteria, and consistency across the narrative and supporting application documents.

The Lead Writer will provide technical quality assurance, incorporate consolidated stakeholder feedback into successive drafts, and support finalisation of the application and responses to GF Country Team (CT) and TRP comments.

3. Scope of Work

3.1 Inception

The Lead Writer will participate in an inception meeting with SANAC, Request for Funding Sub-Committee and relevant stakeholders to confirm the scope of work, methodology, deliverables, reporting arrangements and timelines for the assignment.

The Lead Writer will prepare an inception report and detailed workplan outlining the proposed methodology, writing process, coordination arrangements, stakeholder engagement approach, quality assurance mechanisms, timelines, deliverables and potential risks to successful completion of the assignment.



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3.2 Evidence Review and Programme Analysis

The Lead Writer will review and synthesise the epidemiological, programmatic, financial and operational evidence required to inform South Africa's GC8 Request for Funding.

Working closely with technical consultants and relevant stakeholders, the Lead Writer will ensure that the evidence review considers the current disease burden, programme performance, implementation bottlenecks, funding landscape, health systems constraints, lessons from previous grants and opportunities to maximise impact across HIV, TB and RSSH.

The Lead Writer will ensure that the evidence generated across all technical workstreams is synthesised into a coherent analysis that informs programme design and investment decisions.

3.3 Programme Prioritisation

The Lead Writer will support application of the relevant GC8 Prioritisation Guidance and translate agreed priorities into the funding request narrative and supporting documents

Working closely with the technical consultants including Costing and Budget consultant and relevant stakeholders, the Lead Writer will facilitate an evidence-based prioritisation process to determine interventions to be financed within the allocation, included in the Prioritised Above Allocation Request (PAAR), and supported through domestic resources or financed by other development partners.

The prioritisation process will consider disease burden, programme performance, expected impact, affordability, implementation feasibility, sustainability, equity, value for money and opportunities for programme integration. The Lead Writer will prepare a consolidated prioritisation paper for consideration by the Request for Funding Sub-Committee and CCM.

3.4 Development of the Request for Funding

The Lead Writer will lead the drafting and integration of South Africa's HIV, TB and RSSH Request for Funding, ensuring that the narrative is technically sound, evidence-based and consistent with the Modular Framework, Performance Framework, Detailed Budget, PAAR and supporting annexes.

3.5 Stakeholder Consultation and Validation

The Lead Writer will participate in country dialogue sessions, technical consultations, writing retreats, validation workshops and CCM engagements as required; present draft technical content; and incorporate formally consolidated stakeholder feedback into subsequent drafts.

3.6 Finalisation and Submission

The Lead Writer will finalise the integrated Request for Funding and verify that the narrative and supporting application documents are complete, internally consistent and compliant with GF requirements prior to submission.

Following submission, the Lead Writer will consolidate and draft responses to comments from the GF CT and the TRP and revise the funding request where required.

3.7 Country Dialogue, Writing, Knowledge Management and Technical Coordination



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VAT No.: 496 026 5751

In addition to the responsibilities set out above, the Lead Writer will undertake the following functions, working with the Lead Coordinator, CCM Secretariat, SANAC Units, technical teams and other stakeholders as appropriate:

- Develop and analyse an online country dialogue survey and synthesise findings for use in the Request for Funding.
- Attend and document in-person country dialogue consultations, ensuring that key issues, recommendations and stakeholder inputs are captured and reflected in the Request for Funding.
- Prepare slide deck presentations for meetings with the CCM and its relevant sub-committees, Provincial Councils on AIDS (PCAs) and other stakeholders.
- Take primary responsibility for developing the narrative document for the Request for Funding.
- Review and comment on relevant attachments, including the Performance Framework, programmatic gaps analyses, Detailed Budget, annexes and related technical documents, and ensure alignment with the funding request narrative.
- Lead knowledge management for the Request for Funding, including developing and maintaining the submission repository/document storage portal with relevant annexes, attachments, references, source documents and approved drafts.
- Facilitate formal rounds of feedback on drafts, including receiving, collating, tracking and incorporating formally submitted comments from domestic stakeholders and an external Mock TRP, with support from UNAIDS/WHO where applicable.
- Attend writing retreats, contribute to agendas and lead all relevant technical and writing sessions.
- Make evidence-based recommendations to the Lead Coordinator on proposed priorities, interventions, geographies, targets and budgets.
- Support management and coordination of technical teams to ensure that technical inputs are timely, coherent and incorporated into the integrated Request for Funding.
- Ensure that the CCM is meaningfully engaged and that its contributions, endorsements and comments are captured and incorporated into the Request for Funding.
- Support coordination of the Request for Funding Sub-Committee meetings from a technical-content perspective and ensure that agreed inputs and decisions are reflected in subsequent drafts.

4. Deliverable Description Payment:

Deliverable	Description	Payment
1. Inception Report and Workplan	Inception report outlining the proposed methodology, detailed writing workplan, narrative development and evidence synthesis approach, interfaces with the Lead Coordinator and technical consultants, consultation documentation approach, quality assurance process, deliverables, timelines and risk mitigation measures.	15%
2. Programme and Consultation	A consolidated evidence-based programme prioritisation paper outlining proposed investment priorities, prioritisation methodology, programme trade-offs, PAAR recommendations	10%



2nd Floor, Block B Lakefield Office Park, 272 West Avenue, Die Hoewes, Centurion, 01574, Tel: +27 012 748 1000

VAT No.: 496 026 5751

Deliverable	Description	Payment
Prioritisation Paper	and technical rationale across the HIV, TB and RSSH components.	
3. Draft 1 of the RFF	Submit the first complete draft of the integrated Request for Funding narrative, together with review and alignment of application attachments and supporting annexes.	15%
4. Second Complete Draft of the Integrated RFF	Submit the second complete integrated draft incorporating formal stakeholder feedback, CCM/sub-committee inputs and quality-assurance revisions, with narrative and attachments aligned.	20%
5. Final Integrated Request for Funding Package	Submit the final integrated Request for Funding narrative and aligned supporting application documents, ready for CCM endorsement and submission to the GF; maintain a complete submission repository of annexes, attachments and references.	25%
6. TRP Responses	Consolidated responses to comments received from the GF CT and critical closure of TRP comments, including revisions to the Request for Funding where required.	15%

Specific timelines for each deliverable will be agreed during the inception phase and incorporated into the consultancy contract. However, timelines may change depending on submission and feedback timelines to and from the CT.

5. Duration, Reporting and Administrative Arrangements

- The consultancy will be undertaken from 1 November 2026 to 30 November 2027, with an estimated level of effort of 140 consultancy days. The consultancy is funded and contracted through the Gates Foundation.
- While the consultancy spans thirteen (13) months, the assignment is milestone driven. The consultant will be expected to manage and allocate the consultancy days in line with the Request for Funding development schedule, with some inputs during the inception phase in 2026 and more intensive support required during the development, review and finalisation of the Request for Funding. The highest level of effort is anticipated during the drafting and refinement of the Request for Funding (March to June 2027), submission of the Funding Request (July 2027), Thereafter, the TRP comments, anticipated during October and November 2027.
- The consultant will participate in technical working groups, country dialogue sessions, bilateral consultations, writing retreats, validation workshops and relevant CCM meetings as required, with responsibility focused on technical writing, synthesis, integration and quality assurance of the Request for Funding.
- The consultancy is primarily based in South Africa, and travel may be required in accordance with SANAC policies, subject to prior approval.
- Payments will be made upon satisfactory completion and approval of agreed deliverables in accordance with the payment schedule outlined in these Terms of Reference.



2nd Floor, Block B Lakefield Office Park, 272 West Avenue, Die Hoewes, Centurion, 01574, Tel: +27 012 748 1000

VAT No.: 496 026 5751

6. Qualifications, Experience and Competencies

The successful consultant should possess:

6.1 Qualifications

- A postgraduate qualification (Master's degree or higher) in Public Health, Medicine, Health Economics, Epidemiology, Health Policy, Development Studies or a related field.

6.2 Experience

- At least ten (10) years' experience leading complex health programme design, strategic planning or proposal development.
- Demonstrated experience leading the development of at least two successful GF Funding Requests or comparable international health financing proposals.
- Extensive knowledge of the GF Funding Model, Funding Request Instructions, Modular Framework, Sustainability, Transition and Co-financing requirements, PAAR and TRP expectations.
- Demonstrated experience coordinating multidisciplinary technical teams and managing complex stakeholder consultation processes.
- Strong understanding of South Africa's HIV, TB and RSSH landscape, National Strategic Plans and health system context.
- Excellent analytical, technical writing, facilitation and report-writing skills.

6.3 Competencies

- Excellent strategic planning and programme design skills.
- Exceptional technical writing and editing skills.
- Strong coordination and project management abilities.
- Excellent facilitation, communication and stakeholder engagement skills.
- Ability to synthesise complex technical information into clear, concise and persuasive funding proposals.
- Ability to work under pressure and deliver high-quality outputs within tight timelines.

7. Applications will be evaluated using the following criteria:

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

- Stage 1: SCM compliance requirements.
- Stage 2: Technical / Functional evaluation.
- Stage 3: Price and BEE.

7.1 Stage 1: SCM Compliance requirements

Bids received will be verified for completeness and correctness. SANAC reserves 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	Compulsory/Non-compulsory
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2nd Floor, Block B Lakefield Office Park, 272 West Avenue, Die Hoewes, Centurion, 01574, Tel: +27 012 748 1000

VAT No.: 496 026 5751

SBD 1 Invitation to bid	Completed and signed.	Compulsory
SBD 3.3 for Pricing Schedule	Completed and signed. The bidder must also attach a quotation with a price breakdown.	Compulsory
SBD 4 (Bidder's Declaration)	Completed and signed.	Compulsory
SBD 6.1 (Preference Points Claim Form)	Completed and signed.	Compulsory, if points are claimed
CSD Summary Report	The bidder must attach a recent copy of the CSD report.	Compulsory
Tax Clearance Certificate	The bidder must attach TCC/Pin. Bidder's tax matters must be in order.	Compulsory
BBBEE Certificate	Valid and compliant original B-BBEE and/or certified copies of Sworn Affidavit must be submitted for any points claimed.	Compulsory, if points are claimed

Bidders who comply with the SCM requirements will be further evaluated

7.2 Stage 2: Technical / functionality evaluation

The proposals will be evaluated on functionality. An evaluation panel will allocate points in respect to functionality according to the criteria set out in the functionality table.

Evaluation Criteria	Weight Outline	Weight
Qualifications A postgraduate qualification, preferably Master's degree or higher, in Public Health, Medicine, Health Economics, Epidemiology, Health Policy, Development Studies or a related field.	- Relevant postgraduate qualification below master's level = 10 - Relevant master's degree = 20 - Relevant PhD/Doctoral degree or two or more master's degrees = 25	25
Experience Bidder to provide CV demonstrating the experience supporting development of Requests for Funding (added advantage would be given to GF experience) .	- No CV provided / less than 10 years' experience = 0 - At least ten (10) years' experience leading complex health programme design, strategic planning or proposal development = 10	55



2nd Floor, Block B Lakefield Office Park, 272 West Avenue, Die Hoewes, Centurion, 01574, Tel: +27 012 748 1000

VAT No.: 496 026 5751

	• Demonstrated experience supporting at least two successful GF Requests for Funding or comparable international donor-funded health programmes = 15 • Extensive knowledge of the GF Funding Model, Funding Request Instructions, Modular Framework, Sustainability, Transition and Co-financing requirements, PAAR and Technical Review Panel expectations = 10 • Demonstrated experience coordinating multidisciplinary technical teams and managing complex stakeholder consultation processes = 10 • Experience in leading work that is aligned to South Africa's HIV, TB and RSSH landscape, National Strategic Plans and health system context = 10	
Excellent analytical, technical writing, and report-writing skills. The bidder must submit report/s developed as part of previous assignments, demonstrating relevant experience in HIV, TB, and the country context. SANAC will assess the bidder's demonstrated analytical, technical writing, and report-writing skills based on the quality and relevance of the submitted report(s).	• No report provided/ report no relevant / report does not meet all the requirements = 0 • Report/s provided meets all the requirements = 10	10
Contactable references Letters The Bidder must provide three (3) relevant contactable reference letters as evidence of similar assignments undertaken. The reference letters must be on a company (Client) letterhead and contain the following: • Client name • Signed by client/s • Project description	• No reference letter provided / reference letters not relevant/ reference letter not containing the required information provided = 0 • 1 relevant reference letter provided = 3 • 2 relevant reference letters provided = 6 • 3 relevant reference letters provided = 10	10
Total		100



2nd Floor, Block B Lakefield Office Park, 272 West Avenue, Die Hoewes, Centurion, 01574, Tel: +27 012 748 1000

VAT No.: 496 026 5751

Bidders who obtained 70 on Functionality will be evaluated on Price & BEE

7.3 Stage 3: Price and BEE

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

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



2nd Floor, Block B Lakefield Office Park, 272 West Avenue, Die Hoewes, Centurion, 01574, Tel: +27 012 748 1000

VAT No.: 496 026 5751

6	6
7	4
8	2
Non-compliant contributor	0

8. Confidentiality and Reservation of Rights

- All information, reports, analyses, assessments, programme designs, technical documents, funding request narratives, budgets, annexes and other materials developed or obtained during the course of this assignment shall remain the sole property of SANAC and CCM.
- The consultant shall maintain strict confidentiality and shall not disclose, reproduce, publish or use any information obtained through this assignment without the prior written approval of SANAC.
- All intellectual property, technical outputs, reports, presentations, tools, datasets and supporting documentation developed during the assignment shall become the property of SANAC and the CCM upon submission.
- SANAC reserves the right to accept or reject any proposal, cancel or amend the procurement process at any stage without assigning reasons, and negotiate with the preferred consultant where necessary. Appointment will be subject to successful contract negotiations, satisfactory reference checks and the availability of funding.

9. Proposal Format

- A detailed CV in response to this ToR is due on the above mentioned closing date containing all the information required to evaluate the bid against the requirements stipulated in these terms of reference document.
- **Annexure A:** Summary of experience. Please attach CV/s and qualification of proposed team members, where applicable which show the range of similar assignments they have undertaken and the size of these assignments and three letters of reference
- **Annexure B:** Consultant/Company Profile
- **Annexure C:** Valid Tax Pin / TCC certificate
- **Annexure D:** Recent Central Supplier Database Report (CSD)
- **Annexure E:** Pricing information. Price proposals should include VAT and should be fully inclusive of ALL costs (including travel) to deliver the outputs indicated in the terms of reference. Budget notes should be provided to justify all expenses.
- **Annexure F:** Completed SBD Forms (SBD 1, 3.3 , 4 & 6.1)
- **Annexure G:** Valid B-BBEE Certification/affidavit, if applicable.
- **Annexure H :** Report/s written on previous assignment demonstrating experience in work related to HIV, TB, and the relevant country context.



2nd Floor, Block B Lakefield Office Park, 272 West Avenue, Die Hoewes, Centurion, 01574, Tel: +27 012 748 1000

VAT No.: 496 026 5751
