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3 November 2020

AQUITY/NDOH 11/2020-2022: TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER (LOCAL SUPPLIERS) TO SUPPLY, PACKAGE AND DELIVER FOOD PACKAGES IN OR TAMBO AND EHLANZENI DISTRICTS.

1. Introduction:

AQUITY Innovations NPC, a Section 21 South African-based registered not-for-profit organization, was established in 2010. Our mission is to promote access to quality health and social services through innovations and technology. AQUITY's programmatic focus areas include HIV, TB, health systems strengthening, capacity development, Orphans and Vulnerable Children as well as other interventions targeting key populations.

AQUITY Innovations NPC has been appointed by the National Department of Health to serve as one of the GLOBAL FUND TB Sub-Recipients (SRs) in South Africa. The project activities are being implemented in Mpumalanga (Ehlanzeni district) and Eastern Cape provinces (OR Tambo and Buffalo City Metro districts). Among other interventions, the program seeks to provide nutritional support to patients with TB and MDR TB within Ehlanzeni and OR Tambo districts.

2. Scope of Responsibilities:

The suitable Service Providers (supplier) located in OR Tambo (1) and Ehlanzeni districts (1) will be responsible for supplying, packaging and delivering nutritional packages (food parcels) for patients – **dry foods** to AQUITY district offices.

3. MANDATORY REQUIREMENTS

To qualify as a service provider, each applicant must meet the following criteria:

- Bid must be submitted on/ or before deadline.
- Declaration of Interest SBD4, 6.1, and 7.1 forms available here <https://etenders.treasury.gov.za/content/tender-documents>
- Certified copy of registration certificate with CIPC or proof of ownership/ shareholding
- Original or Certified copy of the B-BBEE Status, level 2 or better.
- Bidders must submit the Tax Clearance Certificate/SARS TCS pin for confirmation of Value Added Tax (VAT) and other tax related matters
- The service provider must submit a profile of the entity which includes but is not limited to the following:
 - Name, structure and strategies,
 - Names and identity numbers of all directors, chief operating officers,

- Business, products and/or services which the entity is trading,
- Signed and stamped bank letter not later than 3 months as proof of banking.
- Operate within the implementation’s districts listed above.
- Certification of acceptability for food premises.
- Have at least 2 trade references for the packaging, supply and distribution of food
- Ability to deliver food parcels will be a strong advantage.
- [Budget](#) that includes the administration cost of food supply and distribution.
- Prove evidence of a physical office/warehouse structure (preferred: located in areas to be served)

4. Special Conditions:

- AQUITY Innovations NPC reserves the right to award according to the most economical service option submitted.
- AQUITY Innovations NPC reserves the right to stop the contract partly or as a whole, temporarily or indefinitely, in which event neither claim nor liability whatsoever shall lie against the contractor either due to non-compliance, non-performance, by the supplier.
- AQUITY Innovations NPC reserves the right to not make an award.
- AQUITY Innovations NPC reserves the right to conduct price negotiations, where deemed necessary.
- All suppliers are bound to protect the confidentiality of all data (including the protection of personal information) and information gathered and accessed through the work on assignment. Information and data received and accessed through this project may only be used to meet the objectives outlined in these specifications.
- AQUITY Innovations NPC reserves the right to request any relevant documentation at any stage of implementation.
- All records, data and information relating to the programme are owned by the contractor and remain the intellectual property of the contractor and as such must be treated as confidential by the supplier.
- At the end of the contract period, the supplier shall make available to contractor a record of all the data and information relating to the contractor to enable the new supplier to sufficiently and properly take on that data and information in a manner which would enable the new supplier to commence delivering services to the contractor.
- AQUITY Innovations NPC 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.
- It is expected of the Service Provider to be able to procure the food parcels upfront and claim back amount paid from the contractor. The bill (invoice) to the contractor should be in two parts, namely, monthly invoice for the actual food purchases and the administration fees.

5. MANDATORY/ PRODUCT SPECIFICATIONS:

Food parcel contents (per parcel):

Line item	QTY
Soya Mince	1kg
Mealie Meal	5kg
Morvite Breakfast Cereal	1kg
Samp	5kg

Rice	4kg
Red Speckled Sugar Beans	4kg
Soup Mix	1kg
Soup	200g
Cake Flour	2.5kg
Cooking Oil	2l
Peanut Butter	800g
Tea Bags	200's
Powder milk	1kg
White Sugar	5kg
Salt - Fine	1kg
Apricot Jam	450g
Canned fish	400g X 4

Food parcels specifications:

- Parcels should be pre-packed using durable, transparent packaging
- Parcels are to be labelled according to AQUITY Innovations NPC requirements
- Expiry dates of the food parcels should be clearly marked on the packaging

Non-perishable items should have a minimum of 6 months to the expiry date.

6. ESTIMATED QUANTITY OF FOOD PACKAGES:

District	Year 1	Total Quantities
Ehlanzeni District	1500	1500
OR Tambo District	1500	1500

7. Evaluation Criteria:

The evaluation criteria will be based on the service provider's prior experience providing and managing similar services at district level, as well as the eligibility criteria above. The selected service provider meeting the above requirements will be contracted initially for a period of 1 year with possible extension subject to availability of funding. AQUITY Innovations will evaluate both technical and cost categories to determine whether an application provides the best value.

8.1. PREVIOUS EXPERIENCE AND CAPABILITIES-RELATED REQUIREMENTS (15%):

1.	Demonstrated provider's prior experience and technical expertise in packaging and distribution of food parcels.
Substantiate or provide relevant document	Provide at least 2 prior references as well as company profile.

8.2 COMPLIANCE TO ELIGIBILITY CRITERIA (15%):

2.	Provide proof of compliance with relevant regulatory requirements.
Substantiate or provide relevant document	Application must include all documentation detailed under application requirements.

8.3 FINANCIAL CAPABILITY (20%):

3.	Provide Original Bank Letter and recent Audited Financial Statements.
Substantiate or provide relevant document	Provide Original Bank Rating from registered Financial Institution (Bank Letter must be stamped by the bank after the bid advert) as well as audited statements.

Criteria	Weighted %	Scoring Criteria
Previous Experience and Technical Capabilities-Related Requirements	15%	
Supplier to provide: <ul style="list-style-type: none"> Letters must be signed by the Chief Executive Officer or Financial Director. Company experience profile and technical capacity (e.g. staff expertise or other resources) to deliver Supplier to be assessed on years of experience providing similar services.		> 4 years =5 3 years= 4 2 years =3 1 year = 2 <1 year = 0
COMPLIANCE TO ELIGIBILITY CRITERIA	30%	
Provide proof of compliance with relevant regulatory requirements.		Excellent = 5 Good = 4 Average = 3 Below average = 2 Poor = 1 No information = 0
Supplier to provide: <ul style="list-style-type: none"> Application must include all documentation detailed under application requirements. 		
Financial capability	20%	Category A = 5

Supplier to provide Original Bank Rating from registered Financial Institution (Bank letter must be stamped by the bank after the bid advert) as well as audited financial statements A Rating B Rating C Rating		Category B = 3 Category C = 2 No information = 0
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9. DETERMINATION OF EVALUATION THRESHOLD:

NB: The applicants will be required to achieve a minimum threshold score of **70%** out of **100%** to be eligible for the next state of evaluation.

THE SCORING CRITERIA FOR EVALUATION OF FUNCTIONALITY

SCORE	CLASSIFICATION	DEFINITION
0	No response (complete non-compliance)	No response at all or insufficient information provided in the response such that the solution is totally unassessable and/or incomprehensible
1	Unsatisfactory response (potential for some compliance but very major areas of weakness)	Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the Supplier will be able to provide the services and/or considerable reservations as to the Supplier's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements Would represent a very high risk solution for AQUITY Innovations NPC
2	Partially acceptable response (one or more areas of major weakness)	Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the Supplier will be able to provide the services and/or some reservations as to the Supplier's solution in

SCORE	CLASSIFICATION	DEFINITION
		respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements May represent a high-risk solution for the AQUITY Innovations NPC
3	Satisfactory and acceptable response (substantial compliance with no major concerns)	Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements Medium, acceptable risk solution to the AQUITY Innovations NPC
4	Fully satisfactory /very good response (fully compliant with requirements).	Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements Low/no risk solution for the AQUITY Innovations NPC
5	Outstanding response (fully compliant, with some areas exceeding requirements)	Submission sets out a robust solution and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to the Department; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described Low/no risk solution for the AQUITY Innovations NPC

Virtual Briefing :

A non- compulsory briefing will be held on the **8th December 2020, at 13:00 pm** virtually. For registration please send an email with your contact details (incl. email address) with subject **“Briefing Nutritional Package Supplier”** to tenders@aquity.org . Please submit your questions/queries for the briefing no later than **4th December 2020**.

For enquiries, please write to AQUITY Innovations NPC at tenders@aquity.org with subject

“Nutritional Package Supplier”. A consolidated response will be posted on our website and as well as sent out to all interested applicants

Submission Instructions:

Applicants are expected to review, understand, and comply with all aspects of this TOR. Each applicant should furnish all information required by this TOR. On the application itself, an authorized representative of the applying organisation should complete and sign on behalf of the organisation.

Responses to this TOR are due no later than 15th December 2020 16:00 am Pretoria time. Applications received after this deadline will not be considered and will be marked disqualified. Applications should be emailed to tenders@aquity.org by the said date. Include **“AQUITY/NDOH 11/2020-2022 -Nutritional Package Supplier”** as the reference on your subject line of the email. No late applications will be considered.