



**TERMS OF REFERENCE FOR THE APPOINTMENT OF LOCAL SERVICE PROVIDERS TO PROVIDE TB SERVICES AT COMMUNITY LEVEL**

**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 will be 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 and to strengthen services at community level.

**2. Scope of Responsibilities:**

The suitable Service Providers (local NGOs/NPOs/CBOs) located in OR Tambo and Ehlanzeni districts will be responsible for implementing a standardised package of care including:

- Distribute nutritional packages (food parcels) to DS/DR TB patients – *\*dry foods\**
- TB contact management, including collection of sputum
- Treatment adherence support,
- Referrals (ensuring patients are linked to care)
- Enrol children under 5 years of age on IPT

**2.1 Districts of Implementation:**

**(1) Service provider in Ehlanzeni and (1) Service Provider in OR Tambo district**

Province	District	Sub Districts
Eastern Cape	OR Tambo	KSD
		Ingguzza Hill
		Mhlontlo
		Nyandeni
		Port St Johns
Mpumalanga	Ehlanzeni	Bushbuckridge
		City of Mbombela
		Nkomazi
		Thaba Chweu

Applicants must indicate and demonstrate capacity to operate in all the sub-districts within the districts of implementation (when applying for OR Tambo or Ehlanzeni).

### **3. Eligibility Criteria:**

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

- Be a legally registered organisation (NGO/NPO/CBO) recognised under the laws of South Africa and submit the relevant registration documents as part of this application
- Have a BBBEE level status of 2 or better
- Operate within the implementation's districts listed above.
- Have demonstrated experience working with TB and TB/HIV in local communities or with local key populations e.g. children.
- Have capacity to package each food parcel and distribute to the patients.
- Ability to deliver food parcels door to door will be a strong advantage.
- Have demonstrated capacity to manage grant funds as well as evidence of a bank account
- Appropriate registration and compliance with South African Revenue Service (SARS) requirements
- Certified copy of registration certificate with CIPC or proof of ownership/ shareholding.
- The supplier must submit the Tax Clearance Certificate for confirmation of Value Added Tax (VAT) and other Tax related matters.
- Signed bank Letter as proof of banking
- Budget that includes the cost of human resources, logistics, service provision, training and other related costs.
- Prove evidence of a physical office structure (preferred: located in areas to be served)
- Possess audited financial statement(s) (preferred) and submit these as part of this application
- Must fulfil all expectations for participation in the program, including reporting and documentation of project activities.

### **4. Complete application requirements:**

The application package of the applying organization will consist of the documents listed below

1. Technical proposal (max 3 pages)
2. Budget (template provided)
3. Letter from bank to confirm bank account details
4. NPO certificate
5. BBBEE certificate
6. Tax clearance certificate
7. Latest audited financial statement
8. CVs of members of the organization's management team
9. SBD4 and SBD 6.1.

### **5. Evaluation Criteria:**

The evaluation criteria will be based on the service provider's prior experience managing programs at district level as well as the eligibility criteria above. The selected service provider (NGOs) 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.

#### **5.1. PREVIOUS EXPERIENCE AND CAPABILITIES-RELATED REQUIREMENTS (50%):**

1.	Demonstrated provider's prior experience and technical expertise managing programs at district level.
<b>Substantiate or provide relevant document</b>	Provide at least 2 prior references as well as company profile.

### 5.2 COMPLIANCE TO ELIGIBILITY CRITERIA (30%):

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

### 5.3 FINANCIAL CAPABILITY (20%):

3.	Provide Original Bank Letter and recent Audited Financial Statements.
<b>Substantiate or provide relevant document</b>	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
<b>Previous Experience and Technical Capabilities-Related Requirements</b>	<b>50%</b>	
<p>Supplier to provide:</p> <ul style="list-style-type: none"> <li>At least 3 duly signed reference letters from previous or current clients for similar work done within the past years including details of the nature of the project.</li> <li>Letters must be signed by the Chief Executive Officer or Financial Director.</li> <li>Company experience profile and technical capacity (e.g. staff expertise or other resources) to deliver</li> </ul> <p>Supplier to be assessed on years of experience providing similar services.</p>		<p>&gt; 4 years =5  3 years= 4  2 years =3  1 year = 2  &lt;1 year = 0</p>
<b>COMPLIANCE TO ELIGIBILITY CRITERIA</b>	<b>30%</b>	
Provide proof of compliance with relevant regulatory requirements.		<p>Excellent = 5  Good = 4</p>

Supplier to provide: <ul style="list-style-type: none"> <li>Application must include all documentation detailed under application requirements.</li> </ul>		Average = 3 Below average = 2 Poor = 1 No information = 0
<b>Financial capability</b>	<b>20%</b>	Category A = 5 Category B = 3 Category C = 2 No information = 0
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		

**6. 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

SCORE	CLASSIFICATION	DEFINITION
		to the Supplier's solution in 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

**Special Conditions:**

- AQUITY Innovations NPC reserves the right to award according to the most economical service option submitted.
- The 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.

**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 11<sup>th</sup> of May 2020 11:00 Pretoria time.**

Applications delivered and/or received after this deadline will not be considered and will be marked disqualified. Applications should be emailed to [tenders@aquity.org](mailto:tenders@aquity.org) by the said date. Include “**AQUITY/NDOH 03/2020-2022 -Nutritional Package**” as the reference on your subject line of the email. No late applications will be considered.

All enquiries should be addressed to [info@aquity.org](mailto:info@aquity.org) with subject “**Enquiry – AQUITY/NDOH 03/2020-2022 Nutritional Package**” A consolidated response will be sent out to all interested applicants.