

REQUEST FOR PROPOSALS:

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, PRINT, AND DISTRIBUTION OF ALGORITHMS FOR THE NFM3 GLOBAL FUND GRANT (01 APRIL 2024 – 31 MARCH 2025).

1. INTRODUCTION

AQUITY Innovations NPC (AQUITY) was appointed by the National Department of Health to serve as one of the GLOBAL FUND TB Sub-Recipients (SRs) in South Africa, with an aim of improving TB testing at community level. The project activities are implemented in Mpumalanga (Ehlanzeni district) and Eastern Cape province (OR Tambo, Amathole, and Buffalo City Metro districts). The delivery addresses in this Request for Quotation (RFQ) are wider than the above geographical indication.

AQUITY, through this grant, seeks to procure the services of a service provider for designing and printing of Tuberculosis Infection and **Isoniazid** preventive treatment information leaflets; Tuberculosis Infection and **Rifampicin & Isoniazid** preventive treatment information leaflets; Tuberculosis infection and **Rifapentine & Isoniazid** preventive treatment information leaflets; What is treatment for Tuberculosis infection information leaflets; Digital chest x ray community information leaflets; Adherence standard operating procedure; Referral standard operating procedure; TB screening standard operating procedure; Digital chest x-ray standard operating procedure & Transfer book. The design of both information leaflets and standard operating procedures must be professionally done. The quantity to be printed for both information leaflets and standard operating procedures are outlined in the specification. The products must be delivered directly to the appended sites that include the province, district, department of correctional services, and the National Department of Health (NDoH). A soft copies of all documents will be shared in an electronic format.

2. PROCESS

Prospective suppliers are to strictly adhere to the mandatory requirements stipulated in Section 6 in compiling their bid documents. Failure to supply any of the documents will result in the bid being rejected.

The bid will be in accordance with the following high level process.

1. Advertise the bid documents.
2. Suppliers respond through a letter of interest within a stipulated date.
3. A compulsory briefing session is conducted.
4. Suppliers submit their bid documents.
5. AQUITY evaluates the bid documents.
6. Service provider is appointed subject to an approved specimen before printing
7. The appointed supplier submits the pre-print sample.
8. AQUITY approves the sample
9. The supplier prints and delivers to the provided addresses.

3. DETAILED SPECIFICATION

The detailed specifications for the layout, design, printing, and distribution of the Information Leaflets, SOPs, and Transfer Books is indicated in Table 1 below.

DETAILED SPECIFICATION		TABLE 1
Name of document	Quantity required	Specification
PAMPHLETS		
Tuberculosis Infection and Isoniazid preventive treatment information leaflets	5000	<p>Paper: A4 297mm x 210mm folded to DL, Gloss colour finish 170gsm</p> <p>Folds: on 99mm and 198mm</p> <p>Bleed 4mm around</p> <p>Final folds 99mm x 210mm</p>
Tuberculosis Infection and Rifampicin & Isoniazid preventive treatment information leaflets	5000	
Tuberculosis infection and Rifapentine & Isoniazid preventive treatment information leaflets	5000	
What is treatment for Tuberculosis infection information leaflets	5000	
Digital chest x ray community information leaflets	10 000	
STANDARD OPERATING PROCEDURES		
TB treatment Adherence standard operating procedure	5000	<ul style="list-style-type: none"> Layout and design <p>Item: Layout and design for Standard Operating Procedures</p> <p>Size: A5 book</p> <p>Colour: Printed full colour throughout, both sides</p> <p>Paper: Cover: Dukuza Gloss 200 gsm, white</p> <p style="padding-left: 40px;">Inside pages: Dukuza Gloss 135 gsm, white</p> <p>Pages : ± 30 Inside pages, 4 cover pages</p> <p>Finish : Trim to size and perfect bind</p> <p>Print: Black print, Font = Arial, size 12</p> <p>Graphics/sketches: The graphic designer will be expected to design the cover of the book. This includes the sourcing or</p>
Referral standard operating procedure	5000	
TB screening standard operating procedure	5000	
Digital chest x-ray standard operating procedure	5000	



		<p>creation of photos and graphics for use on the cover and on the inside pages (as part of content).</p> <p>Corporate Identity: The department requires strict adherence to the corporate identity guidelines of government. These, as well as the correct logo of the department, will be supplied to you.</p> <p>We supply: The department will supply you with an emailed copy, with the content of the SOPs as a MS Word document.</p> <p>We require: The department requires that you deliver the following:</p> <ul style="list-style-type: none"> • Electronic copies for sign-off. • Hard copies as per requested quantities • A soft copy with the final document as an open file; high resolution, print ready PDF; and lower resolution PDF suitable for the website and other electronic media.
Transfer book	5000	<p>Size: A4 297 X 210 mm</p> <p>Pages: 50 pages in triplicate, 150 pages per book</p> <p>Paper: Text: Carbon paper and Green Litho board 200 gsm</p> <p>Print: 1 common colour, 1 side only</p> <p>Text: Original Printed one side in one colour on pink paper</p> <p>Text: Duplicate Printed one side in one colour yellow paper</p> <p>Text: Triplicate Printed one side in one colour white paper</p> <p>Perforation on triplicate pages (Above acknowledgement slip) at 260mm at the bottom of the page</p> <p>Front cover: 300 Gsm, Printed both sides in one colour</p> <p>Back cover: 1200-micron book board, Blank-Inside</p> <p>Outside Flip over sheet attached to the book board</p> <p>Binding: Side stitch</p>



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4. DELIVERY ADDRESSES

The desired products must be delivered directly to their respective destinations by the service provider as indicated in Table 2. Further clarification will be provided during the briefing session.



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AQUITY INNOVATIONS SCHEDULE OF PRINTING PRODUCTS TO BE DELIVERED

TABLE 2

Province	Address	Information leaflets Quantity allocation: A4 Paper as per specification					Standard Operating Procedure Quantity allocation A5 Book as per specification				Transfer book A4
		Tuberculosis Infection and Isoniazid	Tuberculosis Infection and Rifampicin & Isoniazid	Tuberculosis infection and Rifapentine & Isoniazid	What is treatment for Tuberculosis infection	Digital chest x ray	Adherence SOP	Referral SOP	TB Screening SOP	Digital Chest X ray SOP	
Gauteng	JHB	550	550	550	550	1100	480	480	480	480	480
Eastern Cape	William's Town	550	550	550	550	1100	1013	1013	1013	1013	1013
Free State	Bloemfontein	550	550	550	550	1100	339	339	339	339	339
Limpopo	Department of Health.	550	550	550	550	1100	565	565	565	565	565
KwaZulu-Natal	Pietermaritzburg, KZN.	550	550	550	550	1100	1030	1030	1030	1030	1030
Western Cape	Bellville West	550	550	550	550	1100	524	524	524	524	524
Northern Cape	Kimberley	550	550	550	550	1100	279	279	279	279	279
North West	MMABATHO MAHIKENG	550	550	550	550	1100	398	398	398	398	398
Mpumalanga	Mbombela	550	550	550	550	1100	372	372	372	372	372
NDOH copies	Pretoria	50	50	50	50	100	0	0	0	0	0
	TOTAL	5000	5000	5000	5000	10000	5000	5000	5000	5000	5000

5. Evaluation Process

The evaluation process will be conducted in three (3) phases, namely:

Phase 1: Mandatory – (Refer to Section 6)

This phase is based on the mandatory requirements with all documents listed in this section necessary to be submitted, otherwise failure to fully comply will lead to disqualification.

Phase 2: Technical Evaluation

Service provider proposals are assessed according to the technical evaluation criteria as indicated in Section 7. The service provider must achieve a minimum functionality threshold of **70%** to proceed to the next phase.

Phase 3: Financial Evaluation

The bid will be evaluated in accordance with the Preferential Procurement Policy Framework Act (PFMA) outlined in the SBD 6.1 documentation based on an 80/20 principle as articulated in Section 8.

6. COMPULSORY DOCUMENTS TO BE SUBMITTED

All bidders must submit the following documents along with their bid.

- ❖ SBD 6.1 Preferential Points Calculation with evidence
- ❖ SBD 4 Declaration of Interest
- ❖ Valid CSD
- ❖ SARS Valid Tax Clearance and Tax Pin
- ❖ B-BBEE - If any certificate is available

7. FUNCTION EVALUATION CRITERIA

The functional evaluation phase is split into business and product requirements. The business requirements demonstrate organisational sustainability and ability to execute the order. The product requirements demonstrate the ability to produce the desired product by providing a sample of what is directly required or any similar product produced by the service provider in the past.



SCORING MATRIX – EVALUATION CRITERIA

TABLE 3

SECTION A – BUSINESS REQUIREMENTS

	5 Points	4 Points	3 Points	2 Points	1 Point
Verifiable number of years in business backed by a minimum of three references	5 years	4 Years	3 Years	2 years	1 Year
Number of contactable references linked to similar work from different clients.	5 Contactable References	4 Contactable References	3 Contactable References	2 Contactable References	1 Contactable References
Financing requirements	Payment on full delivery	25% deposit before production.	50% deposit before production.	n/a	n/a
Demonstrate a solid delivery plan	The delivery plan fully demonstrates the ability to provide an efficient service	The delivery plan significantly demonstrates the ability to provide an efficient service	The delivery plan demonstrates a probability to deliver an efficient service	n/a	n/a

SECTION B – PRODUCT REQUIREMENTS

	5 Points	4 Points	3 Points	2 Points	Nil
Information leaflets Quantity allocation: A4 Paper as per specification	The sample fully demonstrates the ability to deliver on the product	The sample significantly demonstrates the ability to deliver on the product	The sample demonstrates a probability to deliver on the product	n/a	n/a
Standard Operating Procedure Quantity allocation A5 Book as per specification	The sample fully demonstrates the ability to deliver on the product	The sample significantly demonstrates the ability to deliver on the product	The sample demonstrates a probability to deliver on the product	n/a	n/a
Transfer book A4 (A book printed in triplicate)	The sample fully demonstrates the ability to deliver on the product and can be similar.	The sample significantly demonstrates the ability to deliver on the product and can be similar.	The sample demonstrates a probability to deliver on the product and can be similar.	n/a	n/a

8. PRICE EVALUATION (PHASE 3)

The bid will be evaluated in accordance with the Preferential Procurement Policy Framework Act (PFMA) outlined in the SBD 6.1 documentation based on an 80/20 principle. 20% Specific goal and 80% Price as indicated under Table 4.



PREFERENCE POINTS CALCULATION SBD 6.1 – TABLE 4	
	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

A maximum of 80 points is allocated for price on the following 80/20 basis based on the following formulae:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system)
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	(To be completed by the organ of state)		(To be completed by the tenderer)
Historical Disadvantaged Individuals	8		
Female	6		
People with disability (provide proof)	2		
Promotion of SMMEs	2		
Promotion of SA owned Enterprise	2		

9. SPECIAL CONDITIONS

- 9.1 AQUITY reserves the right to award according to the most economical service option submitted.
- 9.2 AQUITY reserves the right to appoint or cancel the tender subject to the availability of funding from the funder.
- 9.3 The AQUITY reserves the right not to make an award.
- 9.4 The AQUITY reserves the right to conduct price negotiations, where deemed necessary.
- 9.5 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.
- 9.6 The AQUITY reserves the right to request any relevant documentation at any stage of implementation.
- 9.7 AQUITY 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.

9.8 The bid is valid for 90 days.

10. SUBMISSION AND FURTHER ENQUIRIES

- 10.1 Both email and physical submissions will be accepted. The required sample will be submitted based on the format of submission used. Physical submissions must include the relevant samples in the same format, electronic submission must include the concomitant samples.
- 10.2 Physical submission should be submitted at the AQUITY office located on address number - 114 Sovereign Drive, Route 21 Office Park, Irene, Centurion, 0157 on or before the closing date and time as per 6.9 below. The sealed envelope must be clearly marked with the reference for the tender being bided as per references on point 10.5 below.
- 10.3 Emailed submissions must submit all required documents relating to this proposal by email to tenders@aquity.org quoting the reference of this tender bided for as per 10.5 below on the email subject to allow ease of processing.
- 10.4 An email size limit of 10mb per email will apply. If the bidder needs to submit more documentation, emails should clearly be marked Email 1 of 2, Email 2 of 3 as an example. Please note that SharePoint or OneDrive, Google Drive or similar links will NOT be accepted.
- 10.5 The following referencing should be used for both physical and emailed submissions.

Bidding Reference
BIDER NAME_AQUITY11/2022 - 2025

Bidders to replace bidder name with own name. Example: XYZ PTY_ AQUITY11/2022 - 2025.

- 10.6 All pages in the bid submission must be initialled by the same person with black ink.
- 10.7 Where certified copies of documents are required, the person certifying such documents must not be associated with the bidder in any way.
- 10.8 The use of correction fluid is not acceptable. Any change/s must be clearly indicated and initialled.
- 10.9 Incomplete bids will be deemed non-responsive and rejected at bid opening.
- 10.10 All questions relating to this tender must be addressed to tenders@aquity.org before the 27th September 2024.
- 10.11 A non-compulsory virtual briefing session will be held on the 2nd of October 2024 at 10 am. Bidders who wish to attend must register on the form link by 26th September 2024 in order to receive an invite link.
- 10.12 All bid documents must be submitted on or before the closing time of the bid, 22nd of



October 2024. Due to load shedding and other potential delays, the onus for prompt submission rests with the bidders. No late submissions will be accepted.

10.13 It is the responsibility of each supplier to ensure that complete documents are submitted on or before the closing date and time.

Annexure 1. Supplier references: Bidders to complete the table below.

#	Reference Client Name	Contract Number and Description of services rendered	Contract Duration	Contactable reference Contact Details.	
1				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
2				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
3				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
<i>Add as may be necessary</i>					