



health

Department:
Health
REPUBLIC OF SOUTH AFRICA



REQUEST FOR QUOTATION (RFP)

APPOINTMENT OF A CONSULTANT: REVIEW AND FINALISATION OF THE SOUTH AFRICAN NATIONAL KEY POPULATIONS HEALTH SECTOR PLAN

1. INVITATION TO SUBMIT QUOTATIONS

The National Department of Health (NDoH) hereby invites suitably qualified and experienced service providers/individual consultants to submit proposals for the review and finalization of Key Populations Health Sector Plan – 2026 – 2030.

2. BID DETAILS

Bid Title	Appointment of a Consultant: Key Populations Health Sector Plan
Bid Ref. Number	DOH 318/2026-2027
Issue Date	07 August 2026
Closing Date	18 August 2026
Closing Time	11h00am
Submission Method	Via e-mail: <u>purchasing@health.gov.za</u>

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

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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.
- 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

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 activity for the execution of a contract.

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

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20 preference** point system shall be applicable; or

~~b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).~~

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“price”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

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

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

$$P_S = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } P_S = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:
80/20 **or** **90/10**

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

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

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 5.1 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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 7.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	☐	NO	☐
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- 8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)
- | | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|
- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2022:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....
.....

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.: <u>DOH 318/2026-2027</u>
CLOSING TIME <u>11:00 AM</u>	CLOSING DATE: <u>18 AUGUST 2026</u>

OFFER TO BE VALID FOR ...**60**.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	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 all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
		R.....	
		R.....	
		R.....	
		R.....	
		R.....	
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
		R.....	 days
		R.....	 days
		R.....	 days
		R.....	 days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
			R.....
			R.....
			R.....
			R.....
		TOTAL: R.....	

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

Name of Bidder:

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
-
-
-

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

(NATIONAL DEPARTMENT OF HEALTH @ purchasing@health.gov.za)

3. BACKGROUND

The National Department of Health (NDoH), through the HIV Prevention Directorate and with Global Fund support, is advancing the finalisation of the Key Populations Health Sector Plan (KPHSP), aligned with the National Key Populations Health Implementation Plan (2023–2025). A draft guideline exists and requires refinement, validation, and preparation for rollout across all nine provinces.

4. PURPOSE OF THE RFQ

The purpose of this RFQ is to appoint a consultant to:

- Finalise the draft Key Population Health Sector Plan.
- Ensure alignment with national policies and global best practices.
- Facilitate stakeholder validation processes.
- Develop a national implementation, operational plan and dissemination presentation slides, support provinces in developing their provincial plans.

The objectives of this RFQ are to:

- Refine and validate the draft Key Populations Health Sector Plan (KPHSP), ensuring clarity, coherence, and alignment across all chapters.
- Align the plan with national strategies and guidelines, including the NSP 2023–2028, National KP Health Implementation Plan (2023–2025), and relevant technical frameworks (e.g., MMC Guidelines).
- Facilitate inclusive stakeholder engagement, through Technical Working Group (TWG) sessions and consultations with government, civil society, and KP-led organisations.
- Strengthen technical content by integrating evidence-based strategies, measurable objectives, and indicators that reflect best practices and national priorities.
- Develop a national implementation plan to guide rollout across all nine provinces, ensuring sustainability and scalability.
- Integrate monitoring, evaluation, and accountability frameworks to track progress and ensure transparency.
- Produce the final guideline and advocacy/communication materials to support adoption, dissemination, and stakeholder buy-in.

5. SCOPE OF WORK

5.1 Guideline Review and Refinement

- Review and strengthen the draft KP Health Sector Plan.

- Ensure alignment with national and international frameworks (NSP 2023–2028, UNAIDS 95-95-95, KP Health Sector Plan).
- Improve technical quality, usability, and coherence of the KP Health Sector Plan.

5.2 Technical Working Group (TWG) Engagement:

- Facilitate TWG meetings to validate content.
- Document proceedings, recommendations, and decisions.
- Integrate TWG inputs into guideline revisions.

5.3 Stakeholder Consultations:

- Plan and facilitate inclusive stakeholder workshops.
- Engage government, civil society, and KP-led organisations.
- Consolidate and integrate feedback into the guideline.

5.4 Drafting and Finalisation:

- Produce iterative draft versions (V1.1, V2, V3).
- Incorporate feedback from TWG and stakeholder consultations.
- Submit the final guideline document for approval.

5.5 Implementation Planning:

- Develop a national implementation plan for rollout across nine provinces.
- Prepare dissemination materials (policy briefs, job aids, advocacy tools).
- Develop training materials to support capacity building.
- Design a Monitoring & Evaluation (M&E) framework to track progress and accountability.

6. DELIVERABLES

- Finalised Key Populations Health Sector Plan.
- National Implementation Plan
- Monitoring and Evaluation Framework
- Concise presentation for stakeholder briefings and advocacy.
- Evidence of consultation and validation with stakeholders.

7. PROJECT DURATION

The project duration will be a period of 4 months after signing the service level agreement.

8. REQUIRED QUALIFICATIONS AND EXPERIENCE

Minimum Qualifications for the lead consultant

A Bachelor's or higher degree in Statistics, Biostatistics, Public Health, Economics, Social Sciences, or related field of study

Minimum Qualifications for the team members (Consultants)

National Diploma or Bachelor's Degree in Public Health, Social Sciences, or related field of study

Experience for the lead consultants

- Minimum 10 years' experience in:
- HIV, SRHR, TB or STI programming
- Data Analytics
- Strategy or Policy Development

Experience for the team members (Consultants)

- Each consultant should have a minimum of 5 years' experience in HIV and AIDS and STIs, TB & MCWH Programming, and/or Strategy and Policy Development

Competencies

- Strong epidemiological analysis and data interpretation skills
- Experience working with the National Department of Health and partners
- Demonstrated ability in stakeholder engagement and facilitation
- Strong technical writing and communication skills
- Experience integrating biomedical, behavioural and structural prevention interventions within combination prevention frameworks.
- Strong technical writing skills with evidence of authorship or co-authorship of national strategies, policy documents, technical guidelines or high-level reports.
- Timeliness: Ability to meet deadlines and deliverables promptly while maintaining a high standard of work.

9. REPORTING REQUIREMENTS

The consultant will:

- Report to the HIV Prevention Director, NDoH.
- Work closely with the Technical Working Group (TWG).
- Participate in regular progress meetings.

10. EVALUATION CRITERIA

Bids will be evaluated on functionality, price and preference, in accordance with the applicable SCM prescripts.

11. PRICING AND PAYMENT

- Pricing must be in South African Rand (ZAR)
- This procurement is funded by the Global Fund. In order to comply with donor financial reporting and tax requirements, only suppliers registered for VAT with the South African Revenue Service will be considered
- Payments will be milestone-based, linked to deliverables as follows:
 - Inception Report – 20%
 - First Draft – 40%
 - Final Deliverables – 40%

12. SUBMISSION REQUIREMENTS

Bidders must submit:

- Signed Curriculum Vitae (CVs) of key personnel. Failure to submit a signed CV will result in a company scoring a zero in this assessment area.
- Certified educational qualifications and ID/s for consultant and team
- Writing Sample
- Financial Proposal (detailed budget) and timeline
- Company profile (if applicable)
- Evidence of previous similar work
- At least three contactable references

13. CONDITIONS OF BID

- All submitted documents will become the intellectual property of the National Department of Health (NDoH)
- NDoH reserves the right not to award the Bid.
- Confidentiality must be maintained at all times.
- Bidders must comply with all applicable Supply Chain Management (SCM) policies and procurement regulations.

14. SUPPLY CHAIN MANAGEMENT EVALUATION PROCESS

The SCM evaluation process will be carried out in 3 stages:

Stage 1: Administrative Compliance evaluation/stage

Bidders must submit:

- Tax Compliance Status PIN issued by SARS.
- Company Registration Documents (if applicable)
- Completed and signed SBD 4, SBD 3.3 and SBD 6.1 forms.
- Central Supplier Database (CSD) number.

Stage 2: Functional Criteria

A functional evaluation approach will be applied to ensure that only suitably qualified and experienced service providers who meet a minimum threshold of 70% proceed to price and preference evaluation.

The scoring matrix for functionality will be based on the following criteria:

Criteria	Weight (%)
Relevant Company Experience in similar assignments	10%
Contactable References	15%
Key Personnel	30%
Methodology and Approach	25%
Evidence of Technical Writing and Authorship	20%
TOTAL	100%

No.	Area of Assessment	Requirement	Evidence to be Submitted by Supplier and Scoring Guide	Sub-Weight (%)	Weight (%)														
1	Relevant Company Experience in similar assignments	The bidder must demonstrate experience in the development or review of national, provincial or sector strategies, policies, frameworks, guidelines or programmes in public health, HIV, TB, STI, SRHR or related fields	- Company profile (where applicable). - A list of similar assignments completed, indicating: - Client name; - Project title - Brief Scope of work - Completion date (or duration) <table><tr><th>Experience in Similar Assignments</th><th>Score</th></tr><tr><td>5 or more similar assignments completed</td><td>5</td></tr><tr><td>4 similar assignments completed</td><td>4</td></tr><tr><td>3 similar assignments completed</td><td>3</td></tr><tr><td>2 similar assignments completed</td><td>2</td></tr><tr><td>1 similar assignment completed</td><td>1</td></tr><tr><td>No evidence submitted</td><td>0</td></tr></table>	Experience in Similar Assignments	Score	5 or more similar assignments completed	5	4 similar assignments completed	4	3 similar assignments completed	3	2 similar assignments completed	2	1 similar assignment completed	1	No evidence submitted	0		10%
Experience in Similar Assignments	Score																		
5 or more similar assignments completed	5																		
4 similar assignments completed	4																		
3 similar assignments completed	3																		
2 similar assignments completed	2																		
1 similar assignment completed	1																		
No evidence submitted	0																		
2	Contactable References	The bidder must submit contactable references for similar assignments undertaken during the last ten (10) years.	Reference letters must: - Be on the client's official letterhead. - Be signed and dated. - Include the client's contact details. - Clearly indicate the scope of work completed. - Confirm satisfactory performance of the services rendered. <table><tr><th>Reference letters submitted</th><th>Score</th></tr><tr><td>3 or more fully compliant reference letters</td><td>5</td></tr><tr><td>2 fully compliant reference letters</td><td>4</td></tr><tr><td>1 fully compliant reference letter.</td><td>3</td></tr></table>	Reference letters submitted	Score	3 or more fully compliant reference letters	5	2 fully compliant reference letters	4	1 fully compliant reference letter.	3		15%						
Reference letters submitted	Score																		
3 or more fully compliant reference letters	5																		
2 fully compliant reference letters	4																		
1 fully compliant reference letter.	3																		

No.	Area of Assessment	Requirement	Evidence to be Submitted by Supplier and Scoring Guide			Sub-Weight (%)	Weight (%)								
			Reference letter(s) submitted but each missing one or two of the above requirements	2											
			Reference letter(s) submitted but each missing three or more of the above requirements	1											
			No reference letters submitted	0											
			NB: 'A "fully compliant" reference letter is one that meets all five of the above requirements.												
3	Key Personnel	The bidder must provide suitably qualified and experienced personnel for the successful delivery	a) <u>Lead Consultant</u> The bidder must propose a Lead Consultant with ten (10) years' relevant experience in one or more of the following areas: • HIV, SRHR, TB or STI programming; • Data analytics; and/or • Strategy or policy development. The Lead Consultant must possess a Bachelor's Degree or higher in Statistics, Biostatistics, Public Health, Economics, Social Sciences, or related field of study. For evaluation, the bidder must submit: • Certified copy of the Lead Consultant's qualification. • Signed Detailed CV of the proposed Lead Consultant indicating relevant experience and assignments undertaken. <table><tr><th>Lead consultant</th><th>Score</th></tr><tr><td>More than 12 years' relevant experience and meets the minimum qualification requirement</td><td>5</td></tr><tr><td>More than 10 years up to 12 years' relevant experience and meets the minimum qualification requirement.</td><td>4</td></tr><tr><td>10 years' relevant experience and meets the minimum qualification requirement.</td><td>3</td></tr></table>			Lead consultant	Score	More than 12 years' relevant experience and meets the minimum qualification requirement	5	More than 10 years up to 12 years' relevant experience and meets the minimum qualification requirement.	4	10 years' relevant experience and meets the minimum qualification requirement.	3	20%	30%
Lead consultant	Score														
More than 12 years' relevant experience and meets the minimum qualification requirement	5														
More than 10 years up to 12 years' relevant experience and meets the minimum qualification requirement.	4														
10 years' relevant experience and meets the minimum qualification requirement.	3														

No.	Area of Assessment	Requirement	Evidence to be Submitted by Supplier and Scoring Guide			Sub-Weight (%)	Weight (%)												
			<table><tr><td>8-9 years' relevant experience and meets the minimum qualification requirement.</td><td>2</td></tr><tr><td>Less than 8 years' relevant experience and meets the minimum qualification requirement.</td><td>1</td></tr><tr><td>No relevant experience demonstrated</td><td>0</td></tr></table>	8-9 years' relevant experience and meets the minimum qualification requirement.	2	Less than 8 years' relevant experience and meets the minimum qualification requirement.	1	No relevant experience demonstrated	0										
8-9 years' relevant experience and meets the minimum qualification requirement.	2																		
Less than 8 years' relevant experience and meets the minimum qualification requirement.	1																		
No relevant experience demonstrated	0																		
			b) <u>Support Team</u> The bidder must provide a minimum of two (2) supporting team members to assist the Lead Consultant. Each team member should have a minimum of 5 years' experience in HIV and AIDS and STIs, TB & MCWH Programming, and/or Strategy and Policy Development Each supporting team member must possess a National Diploma or Bachelor's Degree in Public Health, Social Sciences, or related field of study. For evaluation, the bidder must submit: • Certified copy of each team member's qualification. • Signed Detailed CV of the proposed team indicating relevant experience. <table><tr><th>Team members</th><th>Score</th></tr><tr><td>More than 7 years' relevant experience and meets the minimum qualification requirement</td><td>5</td></tr><tr><td>5-6 years' relevant experience and meets the minimum qualification requirement</td><td>4</td></tr><tr><td>Minimum 5 years' relevant experience and meets the minimum qualification requirement</td><td>3</td></tr><tr><td>3-4 years' relevant experience and meets the minimum qualification requirement</td><td>2</td></tr></table>			Team members	Score	More than 7 years' relevant experience and meets the minimum qualification requirement	5	5-6 years' relevant experience and meets the minimum qualification requirement	4	Minimum 5 years' relevant experience and meets the minimum qualification requirement	3	3-4 years' relevant experience and meets the minimum qualification requirement	2			10%	
Team members	Score																		
More than 7 years' relevant experience and meets the minimum qualification requirement	5																		
5-6 years' relevant experience and meets the minimum qualification requirement	4																		
Minimum 5 years' relevant experience and meets the minimum qualification requirement	3																		
3-4 years' relevant experience and meets the minimum qualification requirement	2																		

No.	Area of Assessment	Requirement	Evidence to be Submitted by Supplier and Scoring Guide		Sub-Weight (%)	Weight (%)						
			<table><tr><td>Less than 3 years' relevant experience and meets the minimum qualification requirement.</td><td>1</td></tr><tr><td>No relevant experience demonstrated</td><td>0</td></tr></table>	Less than 3 years' relevant experience and meets the minimum qualification requirement.	1	No relevant experience demonstrated	0					
Less than 3 years' relevant experience and meets the minimum qualification requirement.	1											
No relevant experience demonstrated	0											
4	Methodology and Approach	The bidder must demonstrate a clear understanding of the Terms of Reference and present a practical approach to delivering all required outputs.	The bidder must submit a technical proposal addressing the following: • Approach to reviewing and refining the draft Key Populations Health Sector Plan, including alignment with relevant national and international policies, strategies and technical frameworks. • Approach to reviewing and interpreting epidemiological and programme data to inform the refinement of the Key Populations Health Sector Plan. • Approach to facilitating Technical Working Group (TWG) meetings and stakeholder consultations, including validation and integration of stakeholder inputs. • Approach to developing the national implementation plan, monitoring and evaluation framework, and dissemination materials. • Project management approach, including workplan, timelines, allocation of responsibilities and quality assurance measures and risk mitigation. <table><tr><th>Proposal assessment</th><th>Score</th></tr><tr><td>Proposal comprehensively addresses all five (5) required elements, including a clear approach to epidemiological and programme data review, and demonstrates a practical implementation approach, realistic workplan, quality assurance and risk mitigation.</td><td>5</td></tr><tr><td>Proposal addresses four (4) of the five (5) required elements, including a sound implementation approach and realistic workplan.</td><td>4</td></tr></table>		Proposal assessment	Score	Proposal comprehensively addresses all five (5) required elements, including a clear approach to epidemiological and programme data review, and demonstrates a practical implementation approach, realistic workplan, quality assurance and risk mitigation.	5	Proposal addresses four (4) of the five (5) required elements, including a sound implementation approach and realistic workplan.	4		25%
Proposal assessment	Score											
Proposal comprehensively addresses all five (5) required elements, including a clear approach to epidemiological and programme data review, and demonstrates a practical implementation approach, realistic workplan, quality assurance and risk mitigation.	5											
Proposal addresses four (4) of the five (5) required elements, including a sound implementation approach and realistic workplan.	4											

No.	Area of Assessment	Requirement	Evidence to be Submitted by Supplier and Scoring Guide		Sub-Weight (%)	Weight (%)								
			Proposal addresses three (3) of the five (5) required elements and demonstrates an adequate understanding of the assignment.	3										
			Proposal addresses two (2) of the five (5) required elements but lacks sufficient detail or practical application.	2										
			Proposal addresses only one (1) of the required elements or is poorly aligned to the Terms of Reference.	1										
			No methodology submitted	0										
5	Evidence of Technical Writing and Authorship	The bidder must demonstrate the Lead Consultant's technical writing capability and experience in developing strategic and technical documents relevant to the scope of work.	The bidder must submit one (1) sample of work authored or co-authored by the proposed Lead Consultant. The sample may be any one of the following: • Strategy • Policy • Framework • Guideline • Technical Report • Peer-reviewed Publication • Research Report The bidder must clearly indicate the Lead Consultant's role as author or co-author. <table><tr><th>Description</th><th>Score</th></tr><tr><td>Sample is directly relevant to HIV, SRHR, TB, STI, Key Populations or Public Health and demonstrates authorship/co-authorship of a strategy, policy, framework, guideline or technical report.</td><td>5</td></tr><tr><td>Sample demonstrates authorship/co-authorship of a strategy, policy, framework, guideline or technical report in the public health sector, but is not directly related to HIV, SRHR, TB, STI or Key Populations.</td><td>4</td></tr><tr><td>Sample demonstrates the Lead Consultant's technical writing ability through a technical report, research report or peer-reviewed publication</td><td>3</td></tr></table>		Description	Score	Sample is directly relevant to HIV, SRHR, TB, STI, Key Populations or Public Health and demonstrates authorship/co-authorship of a strategy, policy, framework, guideline or technical report.	5	Sample demonstrates authorship/co-authorship of a strategy, policy, framework, guideline or technical report in the public health sector, but is not directly related to HIV, SRHR, TB, STI or Key Populations.	4	Sample demonstrates the Lead Consultant's technical writing ability through a technical report, research report or peer-reviewed publication	3		20%
Description	Score													
Sample is directly relevant to HIV, SRHR, TB, STI, Key Populations or Public Health and demonstrates authorship/co-authorship of a strategy, policy, framework, guideline or technical report.	5													
Sample demonstrates authorship/co-authorship of a strategy, policy, framework, guideline or technical report in the public health sector, but is not directly related to HIV, SRHR, TB, STI or Key Populations.	4													
Sample demonstrates the Lead Consultant's technical writing ability through a technical report, research report or peer-reviewed publication	3													

No.	Area of Assessment	Requirement	Evidence to be Submitted by Supplier and Scoring Guide		Sub-Weight (%)	Weight (%)
			relevant to public health or a related field, but does not demonstrate development of a strategy, policy, framework or guideline.			
			Sample demonstrates technical writing ability but has limited relevance to the scope of work.	2		
			Sample submitted but authorship/co-authorship is not demonstrated and/or the sample is not relevant to the assignment.	1		
			No sample submitted	0		
			NB: Where authorship or co-authorship is not evident from the submitted document, the bidder must provide a signed declaration confirming the Lead Consultant's role in the preparation of the document.			
Minimum Threshold: 70						

NB: Only bidders that meet the minimum threshold of 70% shall be evaluated for price.

Stage 3: Price and Preference Points Evaluation (80/20)

Bidders must complete the SBD 3.3 (Pricing Schedule – Professional Services). Failure to submit a completed SBD 3.3 form and the **Annexure A** provided may result in the bid being regarded as non-responsive.

To claim preference points, fully complete and sign SBD 6.1 and submit a valid B-BBEE Certificate or Sworn Affidavit.

Failure to submit a completed SBD 6.1 and the required supporting documentation will result in no preference points being allocated, and the bid will be evaluated for price only.

Where ownership is held through a trust, consortium, holding company or any other shareholding arrangement, bidders must submit:

- A shareholding certificate or equivalent document clearly indicating the ownership structure and percentage shareholding of each member, director or beneficiary; and
- Copies of identity documents for all shareholders, members or beneficiaries relevant to the specific goals claimed.

15. SUBMISSION INSTRUCTIONS

All quotations and supporting documentation **MUST** be submitted via email to: purchasing@health.gov.za

NB: Submissions sent to any other email address, including the sender's personal email, will not be accepted and may be disqualified without further notice.

SUBMISSION DUE DATE AND TIME: **18 August 2026 @ 11h00am**

NB: Late submissions will not be considered.

APPLICABILITY OF THE GENERAL CONDITION OF CONTRACT (GCC)

The appointment of the successful service provider will be subject to the General Conditions of Contract (GCC) for government procurement, as issued by National Treasury. All bidders are deemed to have read and understood these conditions. By

submitting a quotation, suppliers acknowledge that the GCC will form part of the contract between themselves and the Department of Health.

The GCC is available on the National Treasury website and may be provided on request.

For any queries or clarifications, please respond directly to the sender of this RFQ using the email address from which you received it.

16. ENQUIRIES

All enquiries related to this bid must be directed to:

purchasing@health.gov.za

No late or telephonic submissions will be accepted.

17. DISCLAIMER

The NDoH is not bound to accept the lowest or any proposal and reserves the right to cancel or re-advertise this RFQ at any stage.