



**health**

Department:  
Health  
REPUBLIC OF SOUTH AFRICA



## **REQUEST FOR THE SUBMISSION OF QUOTATIONS (RFQ)**

### **APPOINTMENT OF A CONSULTANT TO FINALISE AND OPERATIONALISE THE SOUTH AFRICAN NATIONAL MEN'S HEALTH GUIDELINES.**

#### **1. INVITATION TO BID**

The National Department of Health (NDoH) hereby invites suitably qualified and experienced service providers/individual consultants to submit proposals for the finalisation and operationalisation of the South African National Men's Health Guidelines.

#### **2. BID DETAILS**

|                |                                                                                                                                             |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Bid Title      | <b>Appointment of a Service Provider for the finalization and operationalization of the South African National Men's Health Guidelines.</b> |
| Bid Number     | <b>DOH 317-2026/2027</b>                                                                                                                    |
| Issue Date     | <b>07 AUGUST 2026</b>                                                                                                                       |
| Closing Date   | <b>19 AUGUST 2026</b>                                                                                                                       |
| Closing Time   | <b>11:00AM</b>                                                                                                                              |
| Contact Person | <b>Email: <a href="mailto:purchasing@health.gov.za">purchasing@health.gov.za</a></b>                                                        |

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: ..... BID NO: **DOH 317-2026/2027**

CLOSING TIME **11:00 AM**

CLOSING DATE: **19 AUGUST 2026**

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

| ITEM NO | DESCRIPTION                                                                                                                                                                                   | BID PRICE IN RSA CURRENCY<br>**(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](mailto:purchasing@health.gov.za) )

## 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 **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the ..... 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     |
|----------------------------------------------------------|------------|
| <b>PRICE</b>                                             | <b>80</b>  |
| <b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>                | <b>20</b>  |
| <b>Total points for Price and B-BBEE must not exceed</b> | <b>100</b> |

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:

80/20

**or**

**90/10**

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

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**

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

Where

$P_s$  = Points scored for price of bid under consideration  
 $P_t$  = Price of bid under consideration  
 $P_{max}$  = 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 | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

- 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<br>√ | QSE<br>√ |
|-------------------------------------------------------------------|----------|----------|
| 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                            |          |          |
| <b>OR</b>                                                         |          |          |
| 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 .....

.....  
.....



## 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 interest<sup>1</sup> 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

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<sup>1</sup> 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 consortium<sup>2</sup> 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

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<sup>2</sup> 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 |

### **3. BACKGROUND**

The NDoH, through the HIV Prevention Directorate, is advancing the development of comprehensive Men's Health Guidelines aligned with the National Integrated Men's Health Strategy (2020–2025). A draft guideline exists and requires refinement, validation, and preparation for implementation across all nine Provinces.

### **4. PURPOSE OF THE RFQ**

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

- Finalise the draft Men's Health Guidelines
- Ensure alignment with national policies and global best practices
- Facilitate stakeholder validation processes
- Develop a national implementation and operationalisation plan

### **5. OBJECTIVES**

The appointed consultant will:

- Refine the draft guidelines (Chapters 1–9).
- Align content with national strategies (e.g., NSP, MMC Guidelines, Consolidated ART Guidelines, etc.).
- Facilitate Technical Working Group (TWG) engagements.
- Conduct stakeholder consultations.
- Finalise the guidelines.
- Develop PowerPoint presentations and supporting materials for consultations and dissemination.
- Develop a national implementation plan.

### **6. SCOPE OF WORK**

#### **6.1 Guideline Review and Refinement**

- Review and strengthen the draft guidelines

- Ensure alignment with national and international frameworks
- Improve technical quality and usability

## **6.2 Technical Working Group (TWG) Engagement**

- Facilitate TWG meetings
- Document proceedings and recommendations
- Integrate inputs into guideline revisions

## **6.3 Stakeholder Consultations**

- Plan and facilitate stakeholder workshops
- Engage key stakeholders across sectors
- Consolidate and integrate feedback

## **6.4 Drafting and Finalisation**

- Produce draft versions (V1.1, V2, V3)
- Incorporate feedback from TWG and stakeholders
- Submit final guideline document

## **6.5 Implementation Planning**

- Develop a national implementation plan
- Prepare dissemination materials (policy briefs, job aids)
- Develop training materials
- Design Monitoring & Evaluation (M&E) framework

## **7. DELIVERABLES**

The consultant will be required to deliver:

1. Inception Report (methodology, workplan, timelines)
2. Evidence summary and refined framework
3. Draft Guidelines Version 1

4. Draft Guidelines Version 2
5. Final Guidelines Version 3
6. TWG engagements
7. Stakeholder consultation report
8. National implementation plan
9. Dissemination materials and training tools
10. Monitoring & Evaluation framework
11. Final consultancy report

## **8. PROJECT DURATION**

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

## **9. 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.

## **10. 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

## **11. EVALUATION CRITERIA**

Bids will be evaluated on Technical competence and expertise, as well as Pricing.

## **12. PRICING AND PAYMENTS**

- 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%

### **13. SUBMISSION REQUIREMENTS**

Bidders must submit:

- Technical Proposal (methodology, approach, workplan)
- Financial Proposal (detailed budget)
- Signed Curriculum Vitae (CVs) of key personnel
- Company profile (if applicable)
- Evidence of previous similar work
- At least three contactable references

### **14. CONDITIONS OF QUOTATION**

- All submitted documents will become the intellectual property of NDoH.
- The NDoH reserves the right not to award the RFQ.
- Confidentiality must be maintained.
- Bidders must comply with all applicable Supply Chain Management Policies and Procurement regulations.

### **15. 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.

| No. | Area of Assessment                                 | Requirement                                                                                                                                                                                                             | Evidence to be Submitted by Supplier                                                                                                                                                                                                                                                                         | Weight (%) | Scoring Scale (0–5)                      |              |
|-----|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------|--------------|
| 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).<br><br>Evidence of completed assignments<br><br>(Testimonial letters or completion certificates or copies of work undertaken) developed.                                                                                                                                 | 20%        |                                          |              |
|     |                                                    |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                              |            | <b>Experience in Similar Assignments</b> | <b>Score</b> |
|     |                                                    |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                              |            | 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 Reference letters (for the company)    | Contactable references for similar assignments completed within the last five (5) years                                                                                                                                 | Reference letters on client letterheads.<br><br>References must be signed and dated.<br><br>References must include contact details of the client<br>References must indicate the scope of work completed.<br><b>Failure to adhere to the above-mentioned guidelines will result to a score of zero (0).</b> | 10%        | <b>Reference letters submitted</b>       | <b>Score</b> |
|     |                                                    |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                              |            | 3 or more references                     | 5            |
|     |                                                    |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                              |            | 2 references                             | 3            |
|     |                                                    |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                              |            | 1 reference                              | 1            |
|     |                                                    |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                              |            | No reference letter submitted            | 0            |

| No. | Area of Assessment              | Requirement                                                                                                                                                                                           | Evidence to be Submitted by Supplier                                                                                                     | Weight (%) | Scoring Scale (0–5)                                       |              |
|-----|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------|--------------|
| 3   | Lead Consultant's experience    | Minimum 10 years' experience in: HIV, SRHR, TB or STI programming Data Analytics Strategy or policy development                                                                                       | Signed Detailed CV indicating years of experience.<br><br><b>Failure to sign CV will result to a score of zero (0).</b>                  | 5%         | <b>Lead consultant</b>                                    | <b>Score</b> |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | More than 12 years relevant experience                    | 5            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | 11-12 years relevant experience                           | 4            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Minimum of 10 years relevant experience                   | 3            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | 5-9 years relevant experience                             | 2            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Less than 5 years relevant experience                     | 1            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Requirements not met                                      | 0            |
|     | Consultants' experience         | A minimum of two supporting team members.<br><br>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 | Signed Detailed CV's indicating years of experience.<br><br><b>Failure to sign CV will result to a score of zero (0).</b>                | 5%         | <b>Team members</b>                                       | <b>Score</b> |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Consultants have more than 7 years                        | 5            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Consultants have 5-7 years relevant experience            | 4            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Consultants have a minimum of 5 years relevant experience | 3            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Consultants have 2-4 years relevant experience            | 2            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Consultants have less than 2 years                        | 1            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Requirements not met                                      | 0            |
|     | Lead consultant's Qualification | A Bachelor's or higher degree in Statistics, Biostatistics, Public Health, Economics, Social Sciences, or related field of study                                                                      | Certified copies of qualifications<br><br><b>Failure to adhere to the above-mentioned guidelines will result to a score of zero (0).</b> | 5%         | <b>Lead consultant's qualification</b>                    | <b>Score</b> |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Holds a PHD                                               | 5            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Holds a Master's Degree in a relevant field               | 4            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Holds a Bachelors Degree in the relevant field            | 3            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Holds a National Diploma in the relevant field            | 1            |
|     | Consultants qualification       | A minimum of two supporting team members.<br><br>Each member should have a National Diploma or Bachelor's Degree in Public Health, Social Sciences, or related field of study                         | Certified copies of qualifications<br><br><b>Failure to adhere to the above-mentioned guidelines will result to a score of zero (0).</b> | 5%         | Does not have the relevant experience                     | 0            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | <b>Team members qualification</b>                         | <b>Score</b> |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Holds a Master's degree in the relevant field             | 5            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Holds a Bachelor's degree in the relevant field           | 4            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Holds a National Diploma in the relevant field            | 3            |
|     |                                 |                                                                                                                                                                                                       |                                                                                                                                          |            | Does not have the relevant qualification                  | 0            |

| No. | Area of Assessment             | Requirement                                                                                                                                      | Evidence to be Submitted by Supplier                                                                                                                                                                                                                                                                                                                                                         | Weight (%) | Scoring Scale (0–5)                                                                                                                                                                                                                                                                        |              |
|-----|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 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. | A technical proposal covering the following elements: <ul style="list-style-type: none"> <li>• Approach to the epidemiological and programme review.</li> <li>• Evidence review and gap analysis methodology</li> <li>• Strategy and framework development approach.</li> <li>• Stakeholder consultation and validation process.</li> <li>• Workplan, timelines and deliverables.</li> </ul> | 35%        | <b>Proposal assessment</b>                                                                                                                                                                                                                                                                 | <b>Score</b> |
|     |                                |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                              |            | Methodology addresses all required elements and includes a realistic workplan, logical sequencing of activities, risk mitigation measures, and demonstrates alignment to relevant national policies, strategies and legislative frameworks applicable to HIV prevention and public health. | 5            |
|     |                                |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                              |            | Methodology addresses all required elements and includes a realistic workplan, logical sequencing of activities and risk mitigation measures.                                                                                                                                              | 4            |
|     |                                |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                              |            | Methodology addresses all required elements and includes a realistic workplan and timelines.                                                                                                                                                                                               | 3            |
|     |                                |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                              |            | Methodology addresses at least two (2) of the required elements.                                                                                                                                                                                                                           | 2            |
|     |                                |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                              |            | Methodology submitted but addresses fewer than two (2) of the required elements.                                                                                                                                                                                                           | 1            |
|     |                                |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                              |            | No methodology submitted                                                                                                                                                                                                                                                                   | 0            |
| 5   | Sample Report / Writing Sample | The bidder must submit at least one sample of work demonstrating technical writing ability.                                                      | Any one of the following: <ul style="list-style-type: none"> <li>• Strategy;</li> <li>• Policy;</li> <li>• Framework;</li> <li>• Guideline;</li> <li>• Technical report;</li> <li>• Peer-reviewed publication;</li> <li>• Research report.</li> </ul> The sample must have been authored or co-authored by the lead consultant.                                                              | 15%        | <b>Description</b>                                                                                                                                                                                                                                                                         | <b>Score</b> |
|     |                                |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                              |            | Sample demonstrates high-quality analytical, policy and strategy development skills, including evidence of authorship/co-authorship of national, provincial or sector-level documents                                                                                                      | 5            |
|     |                                |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                              |            | Sample demonstrates strong analytical, policy and strategy development skills relevant to the scope of work                                                                                                                                                                                | 4            |
|     |                                |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                              |            | Sample demonstrates experience in developing reports, policies, strategies or frameworks relevant to public health                                                                                                                                                                         | 3            |
|     |                                |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                              |            | Sample demonstrates technical writing but limited evidence of policy, strategy or framework development                                                                                                                                                                                    | 2            |
|     |                                |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                              |            | Sample submitted but not relevant to the scope of work                                                                                                                                                                                                                                     | 1            |
|     |                                |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                              |            | No sample submitted                                                                                                                                                                                                                                                                        | 0            |

**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 all supporting documentation required in support of the specific goals claimed, including a valid B-BBEE Certificate or Sworn Affidavit where applicable.

Failure to submit a completed SBD 6.1 and the required supporting documentation will result in no preference points being allocated.

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.

## **16. SUBMISSION INSTRUCTIONS**

All quotations and supporting documentation **MUST** be submitted via email to: **[purchasing@health.gov.za](mailto: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: WEDNESDAY, 19 AUGUST 2026 AT 11:00AM**

**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.

### **17. ENQUIRIES**

All enquiries related to this bid must be directed to:

**[purchasing@health.gov.za](mailto:purchasing@health.gov.za)**

No late or telephonic submissions will be accepted.

### **18. DISCLAIMER**

Department of Health • Lefapha la Pholo • Lefapha la Bophelo • uMnyango wezeMpilo • Muhasho wa Mutakalo • Departement van Gesondheid • Kgoro ya Maphelo • Ndzawulo ya Rihanyo • LiTiko le Thempilo • ISebe lezeMpilo • UmNyango WezamaPhilo

***Batho Pele*** - putting people first

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

