



treasury

Department
Treasury
PROVINCE OF KWAZULU-NATAL

KZN GLOBAL FUND SUPPORTED PROGRAMME

REFERENCE NUMBER: GF040/04/2017

REQUEST FOR THE APPOINTMENT OF TWO PANELS FOR SUB-RECIPIENTS AND SERVICE PROVIDERS FOR THE KWAZULU-NATAL GLOBAL FUND SUPPORTED PROGRAMME FOR THE PERIOD 1 JUNE 2017 TO 31 MAY 2019

ANY ENQUIRIES REGARDING THE REGISTRATION PROCEDURE MAY BE DIRECTED TO:

Contact Person: Ms S Moodley

Tel: 033 260 7800

E-mail address: siresha.moodley@kzntreasury.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Ms Leevani Pillay

Tel: 033 260 7800

E-mail address: leevani.pillay@kzntreasury.gov.za

KZN GLOBAL FUND SUPPORTED PROGRAMME

Maritzburg Arch Lifestyle Centre,
39/45 Chief Albert Luthuli Road,
Pietermaritzburg,
3201.

Or

P O Box 3613,
Pietermaritzburg,
3200.

SECTION A: INVITATION TO REGISTER ON PANELS FOR SUB-RECIPIENTS AND SERVICE PROVIDERS FOR THE KWAZULU-NATAL GLOBAL FUND SUPPORTED PROGRAMME FOR THE PERIOD 1 JUNE 2017 to 31 MAY 2019

REFERENCE NUMBER: GF040/04/2017

CLOSING DATE: 19 MAY 2017

TIME: 11h00

DESCRIPTION OF GOODS/ SERVICES: Panels for the following Global Fund requirements:

A. Non-Governmental Organisations (Sub-Recipients) with Proven Track Record in implementing HIV/AIDS and TB Interventions

1. Incentivised Behaviour Change Interventions for Young Women & Girls aged 19-24 in King Cetshwayo District.
2. Combination Prevention Package targeting vulnerable populations in identified municipal areas in KwaZulu-Natal.

B. Service Providers with Proven Track Record in implementing Monitoring and Evaluation projects

1. Biometrics Monitoring Systems for 47 250 beneficiaries.
2. Researchers.
3. Impact Evaluations for projects.

CONTRACT PERIOD: 1 June 2017 to 31 May 2019

VALIDITY PERIOD: 30 DAYS

COMPULSORY BRIEFING SESSION:

DATE: 03 May 2017

TIME: 09h00

VENUE: Room 3-10, 3rd Floor, Trizon Towers, 121 Chief Albert Luthuli Street, Pietermaritzburg (Corner of Chief Albert Luthuli and Pietermaritz Street)

REGISTRATION FORMS MAY BE POSTED TO:

GLOBAL FUND SUPPORTED PROGRAMME

P O Box 3613,

Pietermaritzburg,

3200.

OR

DEPOSITED IN THE RECEPTION SITUATED AT (STREET ADDRESS)

Maritzburg Arch Lifestyle Centre,
39/45 Chief Albert Luthuli Road,
Pietermaritzburg,
3201.

Applicants should ensure that registration forms are delivered timeously to the correct address. No late submissions will be accepted for consideration.

ALL DOCUMENTS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

TABLE OF CONTENTS

SECTION A: INVITATION TO REGISTER ON PANELS FOR SUB-RECIPIENTS AND SERVICE PROVIDERS FOR THE KWAZULU-NATAL GLOBAL FUND SUPPORTED PROGRAMME FOR THE PERIOD 1 JUNE 2017 TO 31 MAY 2019.....	2
SECTION B: TERMS OF REFERENCE.....	5
1. PURPOSE OF THE TERMS OF REFERENCE	6
2. PROGRAMME OVERVIEW	6
3. REQUIREMENTS FOR SUB-RECIPIENTS (SRS) AND SERVICE PROVIDERS	7
4. SELECTION PROCESS FOR INCLUSION ON THE PANELS.....	17
SECTION C: OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE	20
SECTION D: REGISTRATION FORM	21
SECTION E: DECLARATION OF INTERESTS, APPLICANT’S PAST SCM PRACTICES AND.....	33
SECTION F: CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT	39
SECTION G: EVALUATION PROCESS.....	40
SECTION H: LIST OF ALL RETURNABLE & COMPULSORY DOCUMENTS	42

SECTION B: TERMS OF REFERENCE

KWAZULU-NATAL PROVINCIAL TREASURY

PROGRAMME: KWAZULU-NATAL GLOBAL FUND SUPPORTED PROGRAMME

REQUEST FOR THE APPOINTMENT OF TWO PANELS FOR SUB-RECIPIENTS AND SERVICE PROVIDERS FOR THE KWAZULU-NATAL GLOBAL FUND SUPPORTED PROGRAMME FOR THE PERIOD 1 JUNE 2017 to 31 MAY 2019

1. PURPOSE OF THE TERMS OF REFERENCE

These Terms of Reference are issued for the selection of suitably experienced Sub-Recipients and Service Providers to serve on two separate Panels that will be appointed for the implementation of the Global Fund Programme for the period 1 June 2017 to 31 March 2019.

2. PROGRAMME OVERVIEW

The Global Fund to Fight AIDS, Tuberculosis and Malaria (the Global Fund) was established in 2001 “to dramatically increase resources to fight three of the world’s most devastating diseases, and to direct those resources to areas of greatest need.” It was founded on a set of principles, as follows:

- ✓ To operate as a financial instrument, not an implementing entity.
- ✓ To make available and leverage additional financial resources.
- ✓ To support programmes that reflect national ownership.
- ✓ To operate in a balanced manner in terms of different regions, diseases and interventions.
- ✓ To pursue an integrated and balanced approach to prevention and treatment.
- ✓ To receive and evaluate country proposals through independent review processes.
- ✓ To establish a simplified, rapid and innovative grant-making process and operate transparently, with accountability.

These principles are fully described in the Global Fund’s Framework document and the Global Fund website <http://www.theglobalfund.org/en/>.

The Global Fund (TGF) approved the South Africa Country Coordinating Mechanism (CCM) request for funding for HIV/AIDS under the New Funding Model. The goal of the Republic of South Africa Global Fund programme is to reduce new HIV infections among key populations and to improve the quality of life.

In KwaZulu-Natal, the Principal Recipient (PR) for the grant is KZN Provincial Treasury. The PR is responsible for overall management of the programme in the province and as such has entered into a legal Grant Agreement (GA) with TGF directly for delivery of programme activities and targets. The approved funding for KZN Treasury as PR will be allocated to Advisory Sub-Recipients (Provincial Departments) and Implementing Sub-Recipients (NGO’s) for programme implementation in the KwaZulu-Natal Province.

The KZN Programme consists of the following interventions;

- ✓ Providing a life skills-based HIV education in and out of schools to young people aged 10-24 years;
- ✓ Providing HIV testing and counselling to young people aged 10-24 years;
- ✓ Providing a comprehensive risk reduction package of services and incentivising young women and girls between the ages of 19-24 years;
- ✓ Conducting GIS mapping to identify the correct prime hotspots and the understanding of how best to address appropriate drivers of the epidemic through a combination prevention approach; and
- ✓ Delivering a co-determined combination prevention package to vulnerable populations in hotspots, identified through the GIS mapping.

The target group/ beneficiaries of the programme are:

- ✓ Young women and girls;
- ✓ Adolescents and youth; and
- ✓ Other vulnerable populations.

Due to the fixed duration of the implementation period, it is vital that the PR appoints Sub-Recipients (SRs) and Service Providers with the relevant Global Fund, or another similar Donor Funded, programme's experience and capacity to implement interventions (HIV/AIDS and TB) in the next two years to ensure that the objectives and targets are met.

3. REQUIREMENTS FOR SUB-RECIPIENTS (SRs) and SERVICE PROVIDERS

The two Panels will be established to implement the following Global Fund Interventions in KwaZulu-Natal:

A. Non-Governmental Organisations (Sub-Recipients) with Proven Track Record in implementing HIV/AIDS and TB Interventions

1. Incentivised Behaviour Change Interventions for Young Women & Girls aged 19-24 in King Cetshwayo District.
2. Combination Prevention Package targeting vulnerable populations in identified municipal areas in KwaZulu-Natal.

A.1. Incentivised Behaviour Change Interventions for Young Women & Girls aged 19-24 in King Cetshwayo District.

The goal of this intervention is to reduce HIV and TB incidence in young women aged 19 to 24 years in King Cetshwayo District through a tailored incentivised behaviour change intervention model by 31 March 2019. This incentivised behaviour change intervention demonstration will be implemented among 20 000 young women age 19 – 24 years in King Cetshwayo District over a period of 12 months. Using a comprehensive combination prevention approach, the intervention will incorporate conditional cash incentives. This demonstration will provide insights as to whether conditional incentives can improve uptake of HIV services and reduce new infections by breaking the causal factors that pre-dispose these women to infection.

The goal will be achieved through the following key objectives

- Provide comprehensive sexuality and life skills education to 20 000 young women aged 19 – 24 years by 31 March 2019.
- Provide holistic sexual reproductive health services that include HIV, TB and STIs to 20 000 young women aged 19 – 24 years by 31 March 2019.
- Provide economic empowerment opportunities to 19 900 young women and enhance future career prospects of 100 young women aged 19 – 24 years by 31 March 2019.

In principle, all young women aged 19 – 24 years old, with a South African ID number and residing in the district qualify to enrol and participate in this intervention. Enrolment will commence in August 2017 and will continue until all the 20 000 young women are enrolled. The enrolment cut-off is February 2018. By February 2019 all beneficiaries would have been in the intervention for a year. The base amount of R 250 per month per beneficiary was proposed for the 19 950 young women who meet the conditions for the incentives. The use of cash and hamper vouchers that could be redeemed at ATM and local retail shops will be implemented. The decision was aimed to establish an amount for the cash transfers/ incentives that were too small to act as a perverse incentive, but large enough so that HIV risk factors among young women were reduced.

The intervention will employ a combination prevention approach comprising of biomedical/health based components, behavioural and structural interventions in order to have the greatest impact on preventing new infections. These will include:

- A life-skills intervention package using a hybrid RISE and You Only Live Once (YOLO) curriculum will be used to increase the agency of young women to uptake HIV prevention services. This will be

implemented through 12 empowerment sessions running for 12 months. Monthly participation will be a condition for the cash incentive. This will be tracked through a biometric finger print system.

- Provision of adolescent friendly HIV, TB, and SRH services through health clinics in the districts. All participating girls will be required to access HIV testing and TB screening services within six months of enrolment as a condition for continued access to the cash incentive.
- Provision of cash incentives using three options. These options were derived from the outcome of the community survey that was conducted in November 2016 to inform the design of this programme.
 - ❖ **Option 1** will comprise a standard package with a monthly value of R 250. Of this, R 100 will be a cash voucher while R 150 will be a hamper voucher. This will be granted to 19 950 young women.
 - ❖ **Option 2** will comprise the above standard package of R250 per month and an additional once off R 6 000 towards payment of registration fees for tertiary education. This will be granted to only 100 young women on a first come first served basis.
 - ❖ **Option 3** will be an entrepreneurial support of R 10 000 towards business startup granted to 50 young women. To qualify, interested young women will submit a formal application. The applications will be vetted by a selection committee for motivation and vision. In addition to submitting a formal application, they will be required to submit a business plan which will be evaluated by the panel.

A.2. Combination Prevention Package targeting vulnerable populations in identified municipal areas in KwaZulu-Natal.

Introduction and Background

The KwaZulu-Natal Provincial Treasury, is one of the Principal Recipients (PR) of the South African Global Fund Grants (2016 – 2019). The overall goal of the programme is to reduce new HIV infections among key populations and to improve the quality of life. The KZN Provincial Treasury established the KZN Global Fund Supported Programme (hereafter referred to as the KZN-GFSP) to manage the funds received from the Global Fund on behalf of the KZN Provincial government. The KZN-GFSP is seeking to appoint suitably qualified and experienced service providers inclusive of Non-Governmental Organisations (NGOs) and Community Based Organisations (CBOs) to implement interventions addressing the Tuberculosis, HIV and AIDS epidemic in KwaZulu-Natal, and more specifically targeting vulnerable populations in Umngeni Municipality under Umgungundlovu District.

South Africa has recently acknowledged that there is need to take a more vigorous geographic approach to focus the HIV and TB response for maximum impact. Geographic targeting is an important strategy in the prevention of HIV. This is important because the epidemic is not uniformly distributed over different spatial areas. Geographic distribution is also an efficiency factor in a constrained funding environment where identifying areas of high risk and areas of high disease burden allows decision-makers to allocate resources strategically for greatest impact. In KwaZulu-Natal, high burden areas exist in uMgungundlovu, eThekweni, iLembe, King Cetshwayo and Zululand Districts. This initial mapping was used to secure Global Fund funding for KwaZulu-Natal and Western Cape provinces to roll-out geospatial mapping, high burden area identification and assist in profiling, as part of the Country's Concept Note.

In South Africa, various sources of data exist that can assist the country to identify the high burden areas. The global fund has offered the country an opportunity to refine the HIV response and ensure that interventions are more evidence based, targeted, focused and tailor made for the targeted population at each locality. Mapping of high burden areas of KZN has been completed and 13 sub-districts/local municipalities located in 7 districts were prioritised for interventions based on the high burden of HIV, TB, STI and teenage deliveries. Community risk profiling with a sample of a catchment population of the high burden facility in the identified/prioritised sub-districts is being finalised.

OBJECTIVES

- ❖ To provide community approaches to TB, STI and HIV/AIDS prevention, care, treatment programs, and address social and structural factors (such as stigma, discrimination, violence, and human rights violations) that negatively impact on key populations' access to and retention in these programs.
- ❖ Improved access to and use of sexual and reproductive health commodities and quality health care by vulnerable populations.
- ❖ Improve access to HIV, TB and STI prevention, care and treatment information and services for vulnerable populations.

PACKAGE OF SERVICES

- ❖ Reach vulnerable populations through comprehensive HIV, TB and STI prevention programs or delivery of the defined package of service. Vulnerable Populations include Young Women and Girls, Sex Workers, Truckers, etc.
- ❖ Provide community approaches to TB, STI and HIV/AIDS prevention, care, treatment programs, and address social and structural factors (such as stigma, discrimination, violence, and human rights

violations) that negatively impact on vulnerable populations' access to and retention in these programs.

- ❖ Provide comprehensive care services including provision of HIV Counselling and Testing, provision of ART, CD4 count testing, viral loading testing and monitoring, screening and treatment for STIs, provision of contraceptives and condoms.
- ❖ TB screening, diagnosis and referral for TB treatment.
- ❖ Establishment and facilitation of adherence clubs.

SCOPE OF WORK

The selected service provider will be required to:

Provide community approaches to TB, STI and HIV/AIDS prevention, care, treatment programs, and address social and structural factors (such as stigma, discrimination, violence, and human rights violations) that negatively impact on key populations' access to and retention in these programs.

- ❖ Improve access to HIV, TB and STI prevention, care and treatment information and services for vulnerable populations.
- ❖ Improved access to and use of sexual and reproductive health commodities and quality health care by vulnerable populations.
- ❖ Implement innovative programs to promote health and rights for vulnerable populations.

TARGETED VULNERABLE POPULATION

- ❖ People Living with HIV
- ❖ Young Women and Girls
- ❖ Sex Workers
- ❖ Truckers

ELIGIBILITY CRITERIA

KZN-GFSP is looking for a Non-Governmental Organisations (NGOs), Community Based Organisations (CBOs) who have the following:

- ❖ Demonstrated experience in administering successful, and preferably similar projects.
- ❖ Organisations that are led by and based in the communities being served.
- ❖ Organisations that are advocating for improved government health policies and funding.

- ❖ Organisations that have proven track record of working with vulnerable populations.
- ❖ Are grounded in evidence about where and among whom HIV infections are happening, and evidence about the best interventions to help people avoid infection or, if HIV-positive, to live healthy lives.

INDICATORS

1. Proportion of clients on whom an HIV test was done who tested positive for the first time.
2. Proportion of clients tested positive for HIV and initiated on ART.
3. Male Urethritis Syndrome cases as a percentage of all new STI episodes treated.
4. The number of female condoms distributed.
5. Number of male condoms distributed to clients.
6. Proportion of clients 5 years and older, who were identified as TB suspects and for whom sputum was sent to the laboratory.
7. Proportion of TB suspects with sputum sent to the laboratory for testing.
8. Proportion of TB suspects with smear positive sputum results.
9. Proportion of smear positive TB suspects initiated on treatment.
10. Proportion of TB clients successfully treated.
11. Number of adherence clubs established and actively running.

B. Service Providers with Proven Track Record in implementing Monitoring and Evaluation projects

12. Biometrics Monitoring Systems for 47 250 beneficiaries.
13. Researchers.
14. Impact Evaluations for projects.

B.1. Biometrics Monitoring Systems for 47 250 beneficiaries

The KZN Global Fund Supported Programme is implementing various Young Women & Girls interventions that aim to reach close to 47 250 beneficiaries. These project beneficiaries are provided with a package of services through different interventions. There is a need to track the beneficiaries of these services through **a unique identifier** in order to monitor their outcomes. The use of a biometric tracking system provides the following benefits:

- All the relevant participant details are stored and linked to a unique identity.
- Prevents co-enrolment across multiple sites or studies.
- Allows tracking of individual user participation across multiple sites.
- It is a stable and reliable means of identifying participants which does not require the participant to bring anything with them such as identity document or participant card.

- Identity substantiation – identity theft is minimized, which becomes critical when a cash component is introduced to a programme.
- All details regarding participant interactions with a programme can be recorded and easily accessed through web based reporting.
- If required, biometrics allow anonymity – name, ID number etc. are not mandatory to facilitate tracking. This is important especially where the beneficiaries’ details are confidential (e.g. HIV positive beneficiaries)

Therefore, a biometric system is required to track the beneficiaries of the following interventions:

Soul Buddyz: is a school based life skills peer education model that is implemented in 50 primary schools with 1 250 learners aged 10-14-years. This intervention is provided in small groups of 25 learners. The group is comprised of both boys and girls. The learners are counted as having been reached after successfully attending 3 club meetings/sessions per quarter. The learners need to attend a minimum of 10 club meetings per year.

Keeping Girls in School (KGIS): is implemented in 50 secondary schools with female learners aged 14-18 years from grade 8-11. A combination package of age appropriate HIV prevention services is delivered to these learners. The KGIS component, an initiative of the national Department of Basic Education (DBE), is being implemented in 50 quintile 1-3 secondary schools in two sub-districts of Mfolozi and uMthlathuze. Through the KGIS component, a combination package of age appropriate services is offered to adolescent girls, aged 14-18 years in grades 8 - 10. The package of services includes the weekly sexual reproductive health and rights education, weekly peer support through peer education programmes, homework tutoring, career guidance and home visits. Adolescent girls, aged 14-18 years in grades 8-10 will have access to the following services over the period of the grant:

1. Health education
2. Peer education
3. Homework tutoring
4. Career jamboree (only grade 9 learners)
5. Home visits
6. HIV Counselling and Testing
7. CD4 count testing

Rise clubs: are implemented with out of school female learners aged 19-24 years. The clubs are constituted by 15-20 young women from a locale, who meet regularly to discuss issues that affect them and share experience and learnings. The clubs aim to build the resilience of young women and link them to

biomedical services such as HCT, PMTCT, ART, modern contraception and other sexual reproductive health services.

Through following an evidence based curriculum, club members are also equipped with skills to deal with socio-economic factors that increase young women's vulnerability - such as intergenerational sex and transactional sex. The clubs also link young women to educational and economic opportunities through TVET colleges (former FETs) and local microenterprise development organisations. In addition, young women support each other to navigate socio-cultural drivers of risky sexual behaviour.

Cash plus Care: is a youth friendly comprehensive combination prevention intervention programme that addresses a range of biomedical, social behavioural, structural and economic vulnerabilities in young women with the aim of enhancing their sexual and reproductive health and well-being through preventative, promotive health and psycho-social interventions whilst enhancing their meaningful transition to adulthood.

The target for cash plus care is 20 000 young women aged 19-24 years who will be provided with conditional incentives in the form of cash/vouchers. The main condition that needs to be met before incentives are given to the young women is monthly attendance to health/empowerment sessions. However, the beneficiaries will be expected to take up HCT and TB screening/test at least once every 6 months, STI screening, use of dual contraceptives and family planning methods for those who are sexually active. Incentives will be provided in the form of cashless transactions to lower the risk of fraud. The beneficiaries who are still in school will be expected to improve their school attendance and progress to the next grade.

HIV Counselling and Testing (HCT): is a service that will be provided through mobile services as well as through referral to the nearest clinics. There are 36 clinics in the three targeted sub-districts of Mfolozi, uMthlathuse and Umlalasi. Mpilonhle has mobile testing facilities as well. The target for HCT is 47 250, 27 250 of whom are from the above mentioned programmes (1 250 Soul Buddyz, 5 000 KGIS, 1 000 Rise, 20 000 Cash plus Care, 70 Child Protection and 200 Teen Parents).

Sexual Reproductive Health (SRH) services component: will be offered through referrals to the nearest clinic as well as through one of the sub-recipients of the grant who have a mobile unit that will visit schools and the surrounding community regularly. A nurse from the mobile unit will provide SRH services. The mobile SRH services will, as a minimum, offer HIV testing and refer girls who test HIV positive for CD4 count tests. Where possible, the mobile service will also offer pregnancy testing, sexually transmitted infection diagnosis & treatment and contraception services. Nurses will have close working relationships with

surrounding public health facilities and other stakeholders in order to make appropriate referrals for services beyond their scope. Since the types of SRH services a girl receives is dependent on her needs, not all girls will receive the same combination of services.

The system will be used by a total of 179 staff including:

- 50 health educators/life skills coaches
- 12 team leaders
- 36 nurses in the health facilities, 78 war room data capturers and 3 nurses in the mobile HCT/SRH units

The entity will be required to have a system:

1. That uniquely identifies and tracks young women and girls between the ages 14-24 years over the period of the grant across multiple services and then link them with the SRH component. The record will have all the girl's biodata (full name, school, grade, age, etc.)
2. Will capture and record attendance of individual YWG between the ages 14-18 years at (1) a health education session; (2) a homework tutoring session; and (3) a peer education session. Record the individual girl learner as having been reached after completing the stipulated number of sessions.
3. Capture and record an individual YWG aged 14-24 years accessing SRH services, including HIV Counselling and Testing at the mobile sites as well as in the clinics.
4. Records individual YWG between the ages 19-24 years after they have attended health education/empowerment sessions.
5. Records individual YWG between the ages 19-24 years and links this to a profile of the individual young woman verifying that she has fulfilled the minimum conditional requirements (e.g. attended the required number of health/empowerment sessions, tested for HIV, TB screening etc.) before cash is paid to her.
6. Train KZN-GFSP Sub-recipients' data capturers, health educators/life skills coaches, team leaders, nurses and KZN Treasury GFSP management on the biometric-based data capturing system and provide ongoing mentoring and support to staff at the site/sub-district level where the programmes are being implemented.
7. Work with KZN-GFSP to develop a dashboard and other standardised reports that will allow data to be extracted to monitor progress towards targets and other forms of analyses.
8. Manage the biometric-based data capturing system and report monthly to KZN GFSP.
9. Provide technical support to the field staff to ensure the system is continuously highly functional.
10. Procure computer tablets, power banks, fingerprint readers and bags for each user.
11. Set up all software and configure all hardware.

12. The system has to have the capacity to export data to excel format.
13. A track record of cash disbursement is an added advantage.

B.2. Researchers

Relating to:

- 1) Effectiveness of Universal Test and Treat (UTT) in Young Women and Girls programme in KZN.
- 2) Cash Plus Care intervention.
- 3) HIV/AIDS, Sexually Transmitted Infections and TB (HAST) in KZN.

B.3. Impact Evaluations for projects

KZN Global Fund Supported Programme intends to conduct the following evaluations:

- 1) Impact evaluation of Vulnerable Population interventions in KZN.
- 2) Impact evaluation of Cash Plus Care intervention in KZN.
- 3) Process evaluation of HIV Counselling and Testing services and uptake of Sexual Reproductive Health Services (SRH). These interventions are being implemented by 6 Global fund Principal Recipients (PRs) of Young Women and Girls Programme in South Africa. The six PRs are located in 5 provinces.

General Requirements for Sub-Recipients and Service Providers

All Sub-Recipients and Service Providers will be required to provide programmatic and financial reports at specified and agreed periods in line with the PR and Global Fund programme's reporting requirements. In broad terms, all they will be required to:

- ✓ Enter into a legal binding Service Level Agreement with the Principal Recipient.
- ✓ Implement projects and related activities within the framework of the programme in accordance with the work plan and the agreement signed with the PR.
- ✓ Ensure that the milestones, indicators and targets agreed between the PR, SR and TGF are achieved within the defined implementation periods.
- ✓ Prepare and submit disbursement requests in accordance with the approved work plan and ensure that the quarterly use of funds (financial expenditure) and results of activities (progress data) are accurately and timely reported to PR.
- ✓ Prepare and submit monthly, quarterly and annual project performance reports, intermediate evaluation reports and all other reports required by PR as specified in the reporting requirements section of the PR-SR agreements.

- ✓ Make financial information and other programme documents available to the PR, TGF and LFA and to the internal and external auditors of the KZN-GFSP.

SRs will be responsible for overall projects implementation which includes specific activities that are detailed in Memoranda of Agreements (MOUs) or Service Level Agreements (SLA) signed with each SR. The grant will concentrate on certain key programmes with various activities within each. These programmes are as follows:

- ✓ Prevention programs for adolescent and youth in and out of school.
- ✓ Prevention programs for other vulnerable populations.
- ✓ Health Information Systems and M&E.
- ✓ Programme management.

4. SELECTION PROCESS FOR INCLUSION ON THE PANELS

The Bid Selection Committee (BSC) will comprise members of the KZN-GFSP's Bid Selection Committee and co-opt the following members for the selection of Sub-Recipients and Service Providers:

NO.	ORGANISATION	NUMBER OF MEMBERS
1	Provincial Treasury	1
2	Office of The Premier	1
3	Department of Health	1
4	Department of Social Development	1
5	Department of Education	1
6	CCM Member	1

The following activities will be executed in the selection of the SRs and SPs:

1. All co-opted members will be provided with guidance before the BSC sits for the evaluation process.
2. At the specified closing date and time, the Registration Forms received will be entered onto a Register. No Registration Forms will be accepted after the closing date and time.
3. Conduct pre – screening to check completeness of documentation and compliance with mandatory requirements.
4. Assess the experience, track record and capacity of each entity. The BSC reviews all documentation and checks accuracy of submissions and disqualifications. All decisions are recorded in writing.
5. The BSC will shortlist the entities who meet the minimum compulsory requirements.
6. The shortlisted entities will be subjected to a capacity assessment, and only those who meet the minimum score will qualify to be on the panel.
7. Submit a Bid Evaluation Report and minutes with all supporting documentation to the Accounting Officer and TGF for approval.

8. Publish the award after approval is granted. Provide 5 working days for the receipt of intentions to appeal.
9. If an appeal is received, the Accounting Officer will investigate the validity of such appeal and respond accordingly.
10. Written confirmation will be sent to all successful and unsuccessful SRs.

The capacity assessment will cover the following core areas:

- ✓ Governance and programme management;
- ✓ Monitoring and evaluation;
- ✓ Financial management; and
- ✓ Procurement and supply chain management.

Please submit 1 Page on each Function in the table below that demonstrates proven track record. KZN Provincial Treasury will conduct site visits to verify your submission.

The criteria for each of the abovementioned functions are included in the table below:

NO.	FUNCTION	CRITERIA
1.	Governance and Programme Management	<ul style="list-style-type: none"> ✓ Legal capacity, status and authority to enter into the agreement with the PR. ✓ Effective governance, organizational leadership, management structures and skilled human resources in place. ✓ Verification of track record with references of prior management of donor funded programmes. ✓ Adequacy of facilities, vehicles and information systems to support grant implementation. ✓ Adequacy of HIV/AIDS and/or TB expertise. ✓ Cross-functional expertise (similar programme implementation, finance, procurement, legal, M&E) to implement the programme activities.
2.	Monitoring and Evaluation	<ul style="list-style-type: none"> ✓ Sound data collection and management systems that ensure timely collection of high-quality data, i.e., data that is accurate, reliable, valid, and specific. ✓ Effective reporting systems that enable the SR to report on key Global Fund performance indicators in a regular (quarterly) manner. ✓ Technical and managerial capacity that enable the SR to use monitoring data for programme management and decision making. ✓ Adequate management arrangements that ensure oversight of grant implementation, including implementation by SSRs.

NO.	FUNCTION	CRITERIA
3.	Financial Management	<ul style="list-style-type: none"> ✓ Effective financial management systems for accurate and prompt recording of all transactions including revenue, expenditure, assets and liabilities. ✓ Good credit rating certified by bankers. ✓ Maintenance of an adequate internal control system. ✓ Prompt preparation of regular and reliable financial statements and reports. ✓ Safeguarding financial and physical assets. ✓ Compliance with acceptable auditing requirements.
4.	Procurement and Supply Chain Management	<ul style="list-style-type: none"> ✓ Ability to comply with TGF and PR's SCM policies and procedures. ✓ Staff have necessary competencies to perform SCM activities in a fair and transparent manner. ✓ Good understanding of taxation matters, including Value Added Tax.

SECTION C: OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

REFERENCE NUMBER: GF040/04/2017

REQUEST FOR THE APPOINTMENT OF TWO PANELS FOR SUB-RECIPIENTS AND SERVICE PROVIDERS FOR THE KWAZULU-NATAL GLOBAL FUND SUPPORTED PROGRAMME FOR THE PERIOD 1 JUNE 2017 TO 31 MAY 2019

COMPULSORY BRIEFING SESSION

DATE & TIME: 03 May 2017 at 09h00

VENUE: 121 Chief Albert Luthuli Street, Pietermaritzburg (Corner of Chief Albert Luthuli and Pietermaritz Street), Trizon Towers, 3rd floor, room 3-10

THIS IS TO CERTIFY THAT (NAME).....

ON BEHALF OF.....

ATTENDED THE OFFICIAL BRIEFING AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....
SIGNATURE OF APPLICANT OR AUTHORISED REPRESENTATIVE

.....
(PRINT NAME)

DATE:

.....
SIGNATURE OF KZN-GFSP REPRESENTATIVE

.....
(PRINT NAME)

KZN-GFSP STAMP:

SECTION D: REGISTRATION FORM**GENERAL INSTRUCTIONS**

1. The registration form is to be **completed in full** and be **signed** by all vendors seeking registration on the supplier database;
2. The KZN-GFSP reserves the right to **verify** any information on this registration form;
3. All fields on the registration form **must** be completed by the applicant; any alterations made by the applicant on this registration form **must** be initialed. The use of correction fluids is not permitted;
4. Applicants **must** comply with all the registration criteria for registration to be finalised, failure to do so may result in the application not being processed, pending compliance with the registration requirements;
5. Applicants will be contacted telephonically or via fax and therefore it is in their best interest to submit **correct contact details**, i.e. mobile, telephone, email and/or fax number; failure to comply will result in your application not being processed pending compliance with the registration requirements;
6. The **onus shall rest upon the applicant** to inform the KZN-GFSP of any changes to the details/ status of the applicant, in which case certified proof together with a new registration form will be required in order to effect the changes;
7. A company profile **will not** be accepted as a substitute for the registration form;
8. It should be noted that the KZN-GFSP reserves the right to accept or reject any registration form; and
9. All applicants **must** complete the declaration (Annexure B) and certificate of correctness of information (Annexure C) on this registration form and ensure that the form is commissioned by a commissioner of oaths.
10. All applicants **must** submit the List of Compulsory Documents. **(Section H)**.

Please specify which Panel this registration form is applicable to, by ticking the following boxes:

PANEL	✓	INTERVENTION	✓
Non-Governmental Organisations (Sub-Recipients) with Proven Track Record in implementing HIV/AIDS and TB Interventions		Incentivised Behaviour Change Interventions for Young Women & Girls aged 19-24 in King Cetshwayo District.	
		Combination Prevention Package targeting vulnerable populations in identified municipal areas in KwaZulu-Natal.	
Service Providers with Proven Track Record in implementing Monitoring and Evaluation projects		Biometrics Monitoring Systems for 47 250 beneficiaries.	
		Researchers.	
		Impact Evaluations for projects.	

PART A: BUSINESS REGISTRATION INFORMATION

Information required in this section relates to the applicant's business registration with the appropriate authority. In addition, details of the applicant's registration on the Central Supplier Database are required.

ENTITY TYPE	BUSINESS REGISTRATION DOCUMENT/S REQUIRED
Sub-Recipients	
Non-Governmental Organisation	Certified copy of the NPO registration document
Service Providers	
Higher Education Learning Institution	Accreditation Certificate with the Department of Higher Learning
Non-Governmental Organisation	Certified copy of the NPO registration document
Sole Proprietor	Certified copy of Identity Document
Partnership	Certified copy of Partnership Agreement
Public Company (Ltd)	Certified copy of CM1 (Certificate of Incorporation), CM2, CM22, CM29/CM29/2
Private Company (Pty) Ltd	Certified copy of CM1 (Certificate of Incorporation), CM2, CM22, CM29/CM29/2
Close Corporation (CC)	Certified copy of CK1 and CK2 (if applicable)

Non-Governmental Organisations are encouraged to enter into Collaboration Agreements with Community Based Organisations for the Sub-Recipient Panel.

1. REGISTRATION NO:	
2. REGISTERED NAME:	
3. TRADE NAME:	
4. ENTITY TYPE: (PLEASE MARK THE APPROPRIATE BOX WITH AN (X):	
SOLE PROPRIETOR	<input type="checkbox"/>
PARTNERSHIP	<input type="checkbox"/>
CLOSE CORPORATION	<input type="checkbox"/>
PRIVATE COMPANY	<input type="checkbox"/>
PUBLIC COMPANY	<input type="checkbox"/>
NON- GOVERNMENTAL ORGANISATION	<input type="checkbox"/>
HIGHER EDUCATION LEARNING INSTITUTION	<input type="checkbox"/>
5. DATE OF INCORPORATION:	
YEAR	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
MONTH	<input type="text"/> <input type="text"/>
DAY	<input type="text"/> <input type="text"/>
6. DATE ENTITY COMMENCED TRADING ACTIVITIES:	
YEAR	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
MONTH	<input type="text"/> <input type="text"/>
DAY	<input type="text"/> <input type="text"/>

10. CONTACT PERSON/S:

PRIMARY CONTACT:

CAPACITY:

ALTERNATE CONTACT:

CAPACITY:

PART C: BANKING & TAX INFORMATION

Applicants are requested to provide the KZN-GFSP with information regarding their banking details and taxation information by completing this section.

1. BANKING DETAILS:																																							
INSTITUTION	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																						
BRANCH NAME	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																						
BRANCH CODE	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																						
ACCOUNT HOLDER	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																						
ACCOUNT NUMBER	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																						
ACCOUNT TYPE	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																						
2. TAX INFORMATION: (PLEASE MARK THE APPROPRIATE BOX WITH AN (X)):																																							
2.1. IS YOUR BUSINESS REGISTERED FOR INCOME TAX?										YES <input type="checkbox"/>					NO <input type="checkbox"/>																								
REFERENCE NO.: (ONLY IF YES ABOVE)																																							
<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																							
2.2. IS YOUR BUSINESS REGISTERED FOR VAT?										YES <input type="checkbox"/>					NO <input type="checkbox"/>																								
REFERENCE NO.: (ONLY IF YES ABOVE)																																							
<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																							
2.3. IS YOUR BUSINESS REGISTERED FOR PAYE?										YES <input type="checkbox"/>					NO <input type="checkbox"/>																								
REFERENCE NO.: (ONLY IF YES ABOVE)																																							
<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																							
2.4. IS YOUR BUSINESS REGISTERED FOR SDL?										YES <input type="checkbox"/>					NO <input type="checkbox"/>																								
REFERENCE NO.: (ONLY IF YES ABOVE)																																							
<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																							
<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																							
<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																							

PART D: OWNERSHIP INFORMATION

Applicants who wish to be successfully registered must provide KZN-GFSP with ownership information of their business entity, including percentage shareholding information in terms of Broad Based Black Economic Empowerment.

NO.	TYPE (INDIVIDUAL / ENTITY)	FULL NAME / NAMES OF BUSINESS	SA IDENTITY NUMBER/ BUSINESS REGISTRATION NUMBER	CAPACITY (BOARD MEMBER (NGO) / PROPRIETOR / MEMBER / PARTNER / SHAREHOLDER / BENEFICIARY)	OWNERSHIP % MEMBER / PARTNERSHIP / TRUST / INTEREST	GENDER (MALE / FEMALE)		SA CITIZEN (YES / NO)		VOTING RIGHTS BEFORE 27 APRIL 1994 (YES / NO)	
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N
						M	F	Y	N	Y	N

PART E: FUNCTIONAL AREAS OF OPERATION

Applicants are required to indicate the areas within which their entities are able to operate, i.e. the geographical areas which your entity is able to serve. Applicants are urged to complete this section with due care. Site visits and periodic reviews of performance will be instituted to ensure the information provided in this section is accurate.

GLOBAL FUND REQUIREMENTS	✓
Implementation of HIV/AIDS and TB Interventions for Vulnerable Populations	
Community Mobilisation	
Combination Prevention Packages for HIV/AIDS	
Biometrics Monitoring Systems	
Payment of Incentives for Incentivised Behaviour Change Interventions	
HIV/AIDS and TB Research Projects	
Other Donor Funded Research Projects	
Impact Evaluations	

PART F: PREVIOUS RELEVANT EXPERIENCE

Applicants are requested to provide details of previous relevant experience, by completing the following compulsory details:

PLEASE COMPLETE THE TABLE BELOW.																
REFERENCE 1																
INSTITUTION NAME:																
PROJECT DESCRIPTION:																
CONTRACT DURATION:																
CONTRACT VALUE:																
CONTACT PERSON:																
CONTACT EMAIL ADDRESS:																
REFERENCE 2																
INSTITUTION NAME:																
PROJECT DESCRIPTION:																
CONTRACT DURATION:																
CONTRACT VALUE:																
CONTACT PERSON:																
CONTACT EMAIL ADDRESS:																
REFERENCE 3																
INSTITUTION NAME:																
PROJECT DESCRIPTION:																
CONTRACT DURATION:																
CONTRACT VALUE:																
CONTACT PERSON:																
CONTACT EMAIL ADDRESS:																
PLEASE PROVIDE A WRITTEN REFERENCE FROM THE ABOVEMENTIONED REFERENCES.																

PART G: GEOGRAPHICAL AREAS OF OPERATION

Applicants are required to indicate the areas within which their entities are able to operate, i.e. the geographical areas which your entity is able to serve. For purposes of the programme, the areas have been classified into the District and Local Municipalities within the KwaZulu-Natal Province. Applicants are urged to complete this section with due care. Site visits and periodic reviews of supplier performance may be instituted to ensure the information provided in this section is accurate.

<p>ETHEKWINI METROPOLITAN MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">ETHEKWINI METROPOLITAN <input type="checkbox"/></p> <p>UGU DISTRICT MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">RAY NKONYENI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">UMDONI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">UMUZIWABANTU LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">UMZUMBE LOCAL MUNICIPALITY <input type="checkbox"/></p> <p>UMGUNGUNDLOVU DISTRICT MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">IMPENDLE LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">MKHAMBATHINI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">MPOFANA LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">MSUNDUZI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">RICHMOND LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">UMNGENI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">UMSHWATHI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p>UTHUKELA DISTRICT MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">ALFRED DUMA LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">INKOSI LANGALIBALELE LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">OKHAHLAMBA LOCAL MUNICIPALITY <input type="checkbox"/></p> <p>UMZINYATHI DISTRICT MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">ENDUMENI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">MSINGA LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">NQUTHU LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">UMVOTI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p>AMAJUBA DISTRICT MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">DANNHAUSER LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">EMADLANGENI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">NEWCASTLE LOCAL MUNICIPALITY <input type="checkbox"/></p>	<p>ZULULAND DISTRICT MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">ABAQULUSI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">EDUMBE LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">NONGOMA LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">ULUNDI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">UPHONGOLO LOCAL MUNICIPALITY <input type="checkbox"/></p> <p>UMKHANYAKUDE DISTRICT MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">BIG FIVE HLABISA LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">JOZINI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">MTUBATUBA LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">UMHLABUYALINGANA LOCAL MUNICIPALITY <input type="checkbox"/></p> <p>KING CETSHWAYO DISTRICT MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">MTHONJANENI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">NKANDLA LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">UMHLATHUZE LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">UMFOLOZI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">UMLALAZI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p>ILEMBE DISTRICT MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">KWADUKUZA LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">MANDENI LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">MAPHUMULO LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">NDWEDWE LOCAL MUNICIPALITY <input type="checkbox"/></p> <p>HARRY GWALA DISTRICT MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">DR NKOSAZANA DLAMINI-ZUMA LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">GREATER KOKSTAD LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">UBUHLEBEZWE LOCAL MUNICIPALITY <input type="checkbox"/></p> <p style="padding-left: 20px;">UMZIMKHULU LOCAL MUNICIPALITY <input type="checkbox"/></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**SECTION E: DECLARATION OF INTERESTS, APPLICANT'S PAST SCM PRACTICES AND
INDEPENDENT BID DETERMINATION**

1. Definitions

“Bid” includes an advertised competitive bid, limited bid or request for proposal.

“Bid rigging (or collusive bidding)” occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors.

“Business interest” means —

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property; and
- (c) a right to remuneration or any other private gain or benefit, and includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs.

“Consortium or Joint Venture” 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.

“Employee” means a person employed by the KZN-GFSP, whether permanently or temporarily.

“Entity” means any association of persons, whether or not incorporated or registered in terms of any law, including a Non-Governmental Organisation, Community Based Organisation, Faith Based Organisation, Co-operative, Company, Close Corporation, Trust, Partnership, Joint Venture or sole proprietorship.

“Entity conducting business with the Institution” means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the KZN-GFSP.

“Family member” means a person's —

- (a) spouse; or
- (b) child, parent, brother or sister, whether such a relationship results from birth, marriage or adoption.

“Intermediary” means a person through whom an interest is acquired, and includes—

- (a) a person to whom is granted or from whom is received a general power of attorney; and
- (b) a representative or agent.

“Institution” means — KZN-GFSP.

“RWOPS” means — Remuneration Work Outside the Public Service

“Service Provider” mean any entity that is contracted by KZN-GFSP to provide goods and services for the implementation of the Global Fund grant.

“Spouse” means a person’s —

- (a) partner in marriage;
- (b) partner in a customary union according to indigenous law; or
- (c) partner in a relationship in which the parties live together in a manner resembling a marital partnership or customary union.

“Sub Recipients (SRs) and Sub-Sub Recipients (SSRs)” are responsible for the implementation and coverage of specific activities under the Global Fund grant.

2. Any legal person or entity may make an offer in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons or to their family members, employed by the KZN-GFSP, it is required that the employee of KZN-GFSP and the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority of the Institution.
3. The bid of any bidder may be disregarded if that bidder or any of its directors, members, employees have abused the institution’s supply chain management system, committed fraud or any other improper conduct in relation to such system, or failed to perform on any previous contract.
4. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
5. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
6. 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.

C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

To enable the prospective bidder to provide evidence of past and current performance.

C1.	Was the entity awarded any contracts related to the Global Fund Programme or any other Donor Funded programme in KwaZulu-Natal in the last twelve months? <i>(If yes, complete the table in C2.)</i>	NO	YES
------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----	-----

C2. Complete the table below to the maximum of the last 5 contracts.

NAME OF DONOR AND PROGRAMME	CONTRACT DESCRIPTION	CONTRACT / ORDER NUMBER	CONTRACT PERIOD	CONTRACT VALUE

C3.	Is the entity or its principals listed on the National Database as entities or persons prohibited from doing business with the public sector?	NO	YES
C4.	Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? <i>(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.)</i>	NO	YES
C5.	If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?	NO	YES
C6.	Was the entity convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?	NO	YES

D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT
The form should be signed by a duly authorised representative of the entity before a Commissioner of Oaths.

I, hereby swear/affirm:

- i. that the information disclosed above is true and accurate;
 - ii. that I understand the contents of this document;
 - iii. that the entity undertakes to independently arrive at any offer at any time to the KZN-GFSP without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to the Institution.
 - iv. that the entity or its representatives are aware of, and undertake not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract.
- _____
- DULY AUTHORISED REPRESENTATIVE'S SIGNATURE**

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

1.1 Do you know and understand the contents of the declaration?
 ANSWER:

1.2 Do you have any objection to taking the prescribed oath?
 ANSWER:

1.3 Do you consider the prescribed oath to be binding on your conscience?
 ANSWER:

1.4 Do you want to make an affirmation?
 ANSWER:

2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed before me and the deponent's signature/thumbprint/mark was placed thereon in my presence.

.....

SIGNATURE	FULL NAMES
Commissioner of Oaths	
Designation (rank)	ex officio: Republic of South Africa
Date:	Place
Business Address:	

SECTION F: CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I, THE UNDERSIGNED, WARRANTS THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE APPLICANT, AND HEREBY CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGES THAT:

1. The applicant will furnish documentary proof regarding any issue to the satisfaction of the KZN Provincial Treasury, if requested to do so.
2. If the information supplied is found to be incorrect and/or false then the KZN Provincial Treasury, in addition to any remedies it may have, may:-
 - a) Recover from the applicant all costs, losses or damages incurred or sustained as a result of the award of the work, and/or
 - b) Cancel the application and claim any damages which it may suffer after such cancellation.

SIGNED ON THIS..... DAY OF.....

20..... AT.....

SIGNATURE OF APPLICANT OR DULY AUTHORISED REPRESENTATIVE	NAME IN BLOCK LETTERS

ON BEHALF OF (APPLICANTS NAME)

NAME OF CONTACT PERSON (IN BLOCK LETTERS)

.....

POSTAL ADDRESS

.....

TELEPHONE NUMBER:

FAX NUMBER:

CELLULAR PHONE NUMBER:

E-MAIL ADDRESS:

SECTION G: EVALUATION PROCESS

All applicants are required to complete this document and to take cognizance of the compulsory information and/or documents that need to be submitted. The Global Fund Core Regulations confers the right to KZN-GFSP to apply the host country's legislation. Hence, KZN-GFSP has developed a Supply Chain Management Policy that complies with various South African legal prescripts, including the Preferential Procurement Policy Framework Act, 2000 and Preferential Procurement Regulations, 2011, which will apply in the evaluation and adjudication of this registration.

Evaluation will be based on two phases:

1. Phase 1: Evaluation of compliance with Mandatory Requirements.
2. Phase 2: Evaluation of Functionality.

Phase 1: Evaluation of Compliance with Mandatory Requirements

The Registration Form and Section H, requires the completion and/ or submission of compulsory documents. Any applicant who fails to meet these mandatory requirements will be considered non-responsive and will not proceed to the next phase in the evaluation process.

Phase 2: Evaluation of Functionality

Applicants who meet the mandatory requirements will proceed to Phase 2 of the evaluation process for scoring of Functionality. Prospective applicants will be rated on functionality based on/in according with the following matrix:

Prospective applicants will be rated on a scale 0-5 as follows:

- 0 = Non Responsive
- 1 = Poor
- 2 = Fair
- 3 = Good
- 4 = Very Good
- 5 = Excellent

NB: Mid Value Ratings will also be allocated where necessary.

NO.	EVALUATION CRITERIA	0	1	2	3	MAX POINTS	APPLICANT'S SCORE
		Weight					
1	Governance and programme management				x	15	
2	Monitoring and evaluation				x	15	
3	Financial management				x	15	
4	Procurement and supply chain management				x	15	
5	Proven Track Record – 3 written references				x	15	
	Proven Track Record – 2 written references			x		10	
	Proven Track Record – 1 written reference		x			5	
6	Number of years' relevant experience - > 10 years				x	15	
	Number of years' relevant experience - > 5 years < 10 years			x		10	
	Number of years' relevant experience - < 5 years		x			5	
TOTAL FUNCTIONALITY POINTS						120	
Minimum Threshold for Functionality in Points						72	
Minimum Threshold for Functionality in Percentage						60%	

Note: In order to ensure meaningful evaluation, applicants must submit detailed information in substantiation of the evaluation criteria mentioned above.

SECTION H: LIST OF ALL RETURNABLE & COMPULSORY DOCUMENTS

The Applicant shall complete and submit the following returnable schedules and documents:

SECTION/ SCHEDULE	DESCRIPTION	PHASE 1 COMPULSORY (YES / NO)	PHASE 2 COMPULSORY (YES / NO)	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
Prospective Applicants MUST complete the following as per the registration document:						
Section C	Official Briefing Session/Site Inspection Certificate - Confirmation of attending briefing session.	Yes				
Section D	Business registration information, contact information.	Yes	Yes			
	Business banking and tax information.	Yes				
	Ownership information.	Yes				
	Functional areas of operation.	Yes				
	Written References	Yes	Yes			
	Geographical areas of operation	Yes				
Section E	Declaration of Interests, Applicant's Past SCM Practices and Independent Bid Determination – Completed and Signed.	Yes				
Section F	Certification of Correctness - Completed and signed.	Yes				
Prospective Applicants MUST provide the following as per the Mandatory Requirements:						
1	Proof of ownership of the Applicant's entity.	Yes				
2	Certified ID Documents for Board Members/ Directors/Shareholders / Members / Partners / Sole Proprietors.	Yes				
3	A certified copy of the consortium / joint venture agreement.	Yes If Applicable				
4	A certified copy of a utility bill or letter from the Local Councilor submitted as proof of address.	Yes				
5	Valid Tax Clearance Certificate	Yes				
6	Certified copy of the latest bank statement.	Yes				
Prospective Applicants MUST provide the following for Phase 2 Evaluation against Functionality Criteria:						
1	Profile of the Organisation that includes 1 page on each of the following functional areas to demonstrate capacity as detailed under Section B: Paragraph 4: <ul style="list-style-type: none"> - Governance and Programme/ Projects Management - Monitoring and Evaluation - Financial Management - Procurement and Supply Chain Management 		Yes			

SECTION/ SCHEDULE	DESCRIPTION	PHASE 1 COMPULSORY (YES / NO)	PHASE 2 COMPULSORY (YES / NO)	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
2	Number of years' relevant experience		Yes			