

REQUEST FOR PROPOSALS

PROVISION OF PRE-PACKAGED FOOD PARCELS FOR EKURHULENI AND JOHANNESBURG DISTRICT BID NUMBER: ISI2021-PPFP

1. BACKGROUND

Isibani Development Partners is a South African-registered NGO, launched in 2011 to become a leading local technical assistance provider, systems strengthening and grants manager for health and social service in Southern Africa. Our programs focus is on HIV, TB, Non-Communicable diseases and Capacity development for community-based organization and government departments.

Isibani Development Partners is one of the three Sub-Recipients of the National Department of Health (NDoH) appointed to implement Global Fund TB/HIV programmes from the 1st April 2019 to 31st March 2022. Isibani is mandated to implement a TB programme with an additional nutrition programme as a support strategy. The aim of the nutrition programme is to ensure that TB patients with either Drug Sensitive TB or Drug Resistant TB are provided with a food parcel during the treatment period or up to a determined period.

Isibani requires the services of a service provider for the provision of pre-packaged food parcels and its delivery to facilities within Ekurhuleni and Johannesburg District.

2. SCOPE OF WORK

The bidders are required to submit a bid proposal for the provision of the following services:

- Procuring and packaging the food items as per the approved list.
- Delivering the food parcels to the identified facilities within Ekurhuleni and Johannesburg District

3. THE PROPOSAL OF THE SERVICE PROVIDER SHOULD ADDRESS AND DETAIL THE FOLLOWING COMPETENCIES:

- Demonstrate an understanding of statutory legislation and requirements relating to supply of nutritional food parcels
- Indicate a track record of performing similar functions on a larger scale on behalf of other institutions or organisation.
- Experience of working in Ekurhuleni and Johannesburg districts.
- Have skilled personnel and financial management systems to track the delivery, billing and payments of invoices.

4. MANDATORY REQUIREMENTS

- Bid must be submitted on/ or before deadline.
- Bidders must provide a B-BBEE Status Level 2 or better. Certificate (where preference points are claimed) (Original or Certified Copy).
- Bidders must submit the Tax Clearance Certificate for confirmation of Value Added Tax (VAT) and other Tax related matters.

- The service provider must submit a profile of the entity which includes but is not limited to the following:
 - Name, structure and strategies,
 - Names and identity numbers of all directors, chief operating officers,
 - Business, products and/or services which the entity is trading,
- At least 2 signed testimonials from previous contractors/clients.
- Certified copy of registration certificate with CIPC or proof of ownership/ shareholding.
- Proof of bank account.

5. EVALUATION PHASE:

Bids will be evaluated in a two (2) phase stage

Phase 1: Bidders must satisfy the mandatory administration criteria for them to be evaluated further. Bidders who do not meet the criteria will be disqualified and will not be eligible for further evaluation.

Phase 2: Bid Scoring

	Criterion	Weighting
1	Ultimate Cost	50%
2	Prior Experience (<i>management and similar contract</i>)	15%
3	Proposed Contract Management	15%
4	Proposed Delivery Schedules	15%
5	Sense of Reliability and Continuity of Supply	5%

6. CONTRACT REQUIREMENTS:

- The contract is valid for up to 10 Months **NOT** exceeding 31 March 2022.
- Distribution will occur weekly for a period **NOT** exceeding 31 March 2022

7. MANDATORY/ PRODUCT SPECIFICATIONS:

Food parcel contents (per parcel):

Line item	QTY
Soya Mince	1kg
Mealie Meal	5kg
Morvite Breakfast Cereal	1kg
Iwisa Samp	5kg
Tastic Rice	4kg
Imbo Red Speckled Sugar Beans	4kg
Soup Mix	1kg
Knorr Soup	200g
Flour	2.5kg
Sunfoil Oil	2l
Peanut Butter	800g

Trinco Tea Bags	200's
Nespray	1kg
Selati White Sugar	2kg
Salt - Fine	1kg
Mabela (Sorghum)	5kg
Pilchards	400g X 6

Food parcels specifications:

- Parcels should be pre-packed using durable packaging
- Parcels are to be labelled according to Isibani's requirements
- Expiry dates of the food parcels should be clearly marked on the packaging
- Non-perishable items should have a minimum of 3 months to the expiry date

8. ESTIMATED QUANTITY REQUIREMENTS:

District	Total Quantities
Ekhuruleni/COJ District	15 000

9. PRICING

Bidders are required to submit their pricing.

Prices should include unit prices that take into account the following elements:

- Packaging
- Labelling of the food parcels

10. SPECIAL CONDITIONS

- It is expected of the Service Provider to be able to procure the food parcels upfront and claim back amount paid from the contractor. The bill (invoice) to the contractor should be in two parts, namely, monthly invoice for the actual food purchases and the administration fees.
- The contractor reserves the right to award according to the most economical service option submitted.

11. CLOSING DATE: 29 May 2021 at 10:00

All bid documents that address the requirements must be emailed to rfp@isibani.org.za by May, 29th 2021 at 10:00 South African time. Late submissions will not be considered. Please ensure the subject line states "Application – **Food Parcels – ISI2021-PPFP**".