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Request for Quotations (RFQ)

Terms of Reference (ToR)

Appointment of a Technical Expert to Develop a Legal Opinion Paper on the Decriminalisation of Sex Work for Access to HIV Health Services

Global Fund Grant Cycle 7: 1 October 2025 – 31 March 2028

Closing date: 25th of November 2026, 16h00: SAST

BID REFERENCE: CCI_GF_0611_11

Note:

- Only email applications will be considered. All applicants must follow the instructions laid out below and submit applications to RFA@ccisa.org.za **before the closing date and time indicated above.**
- Any relevant queries and or questions to be submitted to TORenquiries@ccisa.org.za not later than the 18th of November 2026 (14h00), and answers to frequently asked questions will be posted on the CCI website www.ccisa.org.za
- **All applications and or enquiries must contain the BID REFERENCE in the subject line.**
- Any changes to this RFA and any related documents or information will be published on the CCI website. Please check the CCI website regularly.

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INTRODUCTION AND BACKGROUND

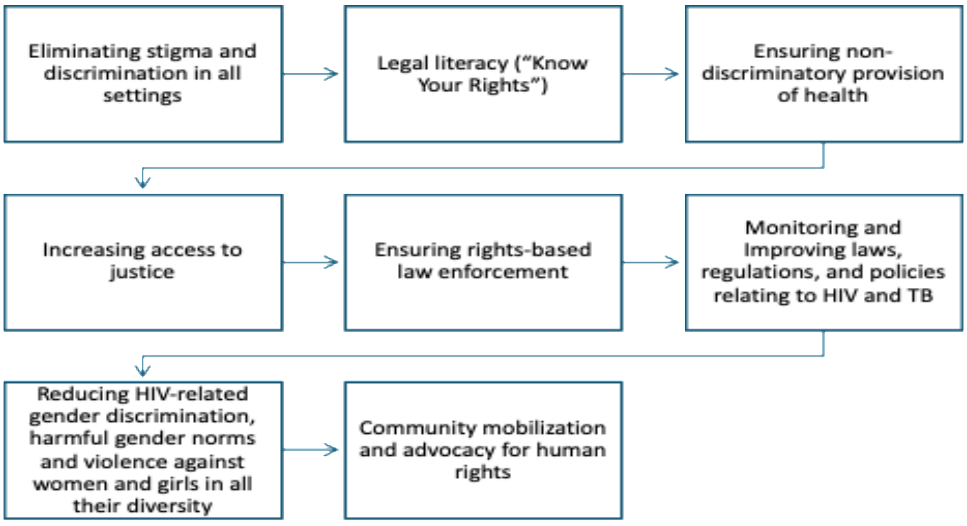
The South African Global Fund Country Coordinating Mechanism (GF CCM) is responsible for overseeing the implementation of Human Immunodeficiency Virus (HIV) and Tuberculosis (TB) programmes funded by the Global Fund to fight Acquired Immune Deficiency Syndrome (AIDS), TB, and Malaria in the country. The GF CCM determines the content of the programming guided by the submitted South Africa's (SA) Request For Funding (RFF), the National HIV, TB and STI Strategic Plan (2023 – 2028), the modular framework, the budget envelope, and the output and outcome indicators and targets. The GF CCM has selected the Centre for Community Impact (CCI) as one of the Principal Recipients (PRs) that will implement programmes to be funded by the grant in SA from the 1st of October 2025, until 31st of March 2028, a 30-month programme implementation period. The GF CCM decided that a PR should serve as a grants manager, while sub-recipients (SRs) will be the main implementers of the programmes.

CCI is the lead PR implementing the Prevention Package for Sex Workers, their Children, their Clients and Other Sexual Partners program in 8 provinces in South Africa, leading the implementation of the Reducing Human Rights-related Barriers to HIV/TB services in the Country as well as coordinating Community Systems Strengthening in North West, Free State and Mpumalanga Provinces and leading the implementation of Community Led Monitoring across all GF supported Districts accordingly and CCI is leading on Reducing Human Rights-related Barriers to HIV/TB Services.

PROGRAMME OVERVIEW

The HRG program aims to reduce human rights violations including stigma, discrimination, prejudice, gender-based violence, gender inequality and general violence against key and vulnerable populations that prevents them from accessing HIV prevention and response health services. These aims align and integrate with all four goals, especially Goal 1 of the National Strategic Plan on HIV, TB, and STIs (2023–2028); to adopt rights-based measures to remove social and structural barriers, including human rights barriers, affecting all populations in order to accelerate prevention and provide treatment, care and adherence support for all, to end AIDS, TB and STIs. The NSP for HIV, TB, and STIs 2023-2028 recognises that, despite South Africa being globally recognised for its positioning and response to human rights, there are still important gaps to close with regard to the full implementation of the human rights agenda, particularly for key and vulnerable populations. Ultimately, all interventions support the goals of the NSP to adopt human rights-based measures to remove social and structural barriers, including human rights barriers, to all populations - leaving no-one behind – in order to accelerate prevention and provide treatment, care and adherence support for all, to end AIDS, TB and STIs.

The Human Rights Programme consists of eight focus areas designed to eliminate human rights barriers that limit access to HIV and TB services for key and vulnerable populations as set out below:



The expected outcomes of the program include:

- Reduced stigma, discrimination, and violence against key and vulnerable populations.
- Stronger collaboration among civil society, government, and health sectors to advance human rights and legal reform.
- Greater awareness and understanding of human rights, HIV, TB, and gender issues.
- Improved legal and policy protections for affected populations.
- Decreased gender inequality and gender-based violence.
- More inclusive and non-discriminatory health and law enforcement services.

THE PROBLEM OF CRIMINALISATION OF SEX WORK IN SOUTH AFRICA

Despite South Africa's progressive constitutional and human rights framework, the continued criminalisation of sex work remains a significant structural barrier to HIV prevention, treatment, care and broader health and social service access for sex workers (South African Law Reform Commission, 2017; UNAIDS, 2023). Criminalisation exposes sex workers to heightened levels of violence, harassment, arbitrary arrest, extortion, stigma, discrimination and human rights violations within community, healthcare and criminal justice settings; undermining their dignity, safety, bodily autonomy and overall wellbeing (Amnesty International, 2016; Scorgie et al., 2013). Fear of arrest, police harassment and social exclusion continues to reduce access to HIV and sexual and reproductive health services including HIV testing, PrEP, ART initiation and retention, TB and STI services, and psychosocial support; contributing to poorer public health outcomes and increased HIV vulnerability (WHO, 2022; UNAIDS, 2023).

Evidence globally and within South Africa further demonstrates that punitive legal environments increase healthcare costs and inefficiencies within the public health system by driving delayed healthcare seeking, untreated HIV and sexually transmitted infections, poor treatment adherence, increased violence-related injuries and avoidable health complications (Shannon et al., 2015; Bekker et al., 2015). Criminalisation also reinforces poverty, social marginalisation, mental health distress and exclusion from labour and legal protections, limiting sex workers' ability to access justice and essential social services (Global Commission on HIV and the Law, 2012; SWEAT, 2019). Consequently, there is growing recognition among public health, human rights and legal stakeholders that decriminalisation of sex work is necessary to advance constitutional rights, improve health outcomes, reduce stigma and violence, strengthen public health responses to HIV and promote the dignity and wellbeing of sex workers in South Africa (Amnesty International, 2016; UNAIDS, 2023).

It is against this background that CCI is looking for a suitably qualified technical expert to support with the programme area on 'Monitoring and Improving Laws, Regulations and Policies Relating to HIV and TB.' The technical expert is expected to develop a comprehensive Legal Opinion Paper on the Decriminalisation of Sex Work in the context of punitive law reform as a deterrant to accessing HIV/TB and STI health services.

SCOPE OF WORK

The Legal Opinion Paper will serve as a strategic advocacy and law reform reference document to inform policymakers, lawmakers, civil society organisations, legal practitioners, public health stakeholders and human rights advocates on punitive legal and policy frameworks impacting sex workers' access to health, social and legal services.

The Legal Opinion Paper should critically analyse the historical evolution, current legal framework, constitutional implications and jurisprudence relating to the criminalisation of sex work within the South African criminal justice system; including relevant legislation, by-laws, policies and case law. The analysis should assess the direct and indirect impact of criminalisation on access to HIV prevention, treatment, care and support services; human rights protections; gender equality; safety and protection from violence; stigma and discrimination; and broader public health outcomes. The paper should also provide clear advocacy positions on regulations and guidelines.

The paper should further examine the social, economic, public health, and human rights costs associated with the continued criminalisation of sex work, including implications for the South African public health system, law

enforcement, access to justice and the constitutional rights to dignity, equality, bodily autonomy, safety and access to healthcare services.

The Legal Opinion Paper should be firmly grounded within South African constitutional and legal jurisprudence while drawing on relevant regional and international human rights instruments, normative frameworks, comparative legal models, public health evidence and progressive legislative approaches. The document should be comprehensive and technically robust enough to serve as a legal and policy reference document that may be considered by the Department of Justice and Constitutional Development, Parliament and other relevant legislative and policy-making committtees and bodies.The Legal Opinion Paper should include clear, evidence-based and human rights-informed legal analysis, position statements and recommendations on key areas, including but not limited to:

1. Decriminalisation of adult consensual sex work as a public health and human rights imperative;
2. Constitutional, legal, human rights and public health implications of punitive laws criminalising sex work;
3. The impact of criminalisation on HIV prevention, treatment adherence, retention in care and broader access to health and social services;
4. Stigma, discrimination, violence, harassment, arbitrary arrest and barriers to justice experienced by sex workers within healthcare, law enforcement and community settings;
5. The implications of criminalisation on gender equality, bodily autonomy, labour protections, occupational health and safety and overall wellbeing;
6. Public health, social and economic implications and costs associated with punitive legal frameworks;
7. Review and analysis of provincial and municipal by-laws and their implications for sex workers' rights and access to services;
8. Comparative analysis of regional and international legal models, normative frameworks and best practices related to sex work decriminalisation;
9. Legal and policy reform options, strategic public impact litigation considerations, and practical law reform pathways within the current South African political and jurisprudential context; and
10. Advocacy messaging, legal position statements and strategic advocacy priorities to support ongoing law reform efforts.

The Technical Expert will also be required to develop actionable recommendations and a proposed legal and policy reform pathway that prioritises public health outcomes, access to healthcare services, protection of human rights, and improved access to justice for sex workers. As part of the assignment, the Technical Expert will be required to:

- Conduct a comprehensive desktop review of relevant legislation, jurisprudence, policies, public health evidence and human rights frameworks related to sex work law reform and access to health services.
- Undertake stakeholder consultations and strategic engagements with civil society organisations, legal and public health experts, SANAC's Sex Work Sector, sex worker-led organisations, affected communities and other relevant stakeholders to ensure community-informed and rights-based analysis and recommendations.
- Participate in and contribute to technical working groups, multi-stakeholder meetings and strategic advocacy platforms as guided by CCI.
- Present draft and final Legal Opinion Paper findings with recommendations to key stakeholders and facilitate discussions on sex work law reform, public health access and human rights.
- Incorporate stakeholder feedback and inputs into the final Legal Opinion Paper.

The Technical Expert must demonstrate strong expertise in constitutional law, human rights law, public health law, gender and HIV-related and legal intersectionalityframeworks, public impact litigation and legal policy reform processes within the South African context.

The assignment is intended to support and strengthen ongoing law reform and advocacy initiatives led by civil society organisations, public health actors, human rights organisations and members of the sex worker movement in South Africa including the South African National AIDS Council Sex Work Sector**,** Sex Workers

Education and Advocacy Taskforce (SWEAT), Sisonke National Sex Workers Movement and Asijiki Coalition for the Decriminalisation of Sex Work among key stakeholders.

PROJECT COMPONENTS, TASKS, DELIVERABLES AND TIMELINES

The assignment shall be completed **within 60 non-consecutive days from November 2026 to March 2027**. The successful technical expert will be responsible to implement the following tasks, deliverables and within the timelines indicated in Table 1.

The technical expert is expected to demonstrate exceptional value-add beyond the core requirements in this TOR, in their proposal. Value add should contribute to programme quality and sustainability (for example these could include leveraging on partnerships and additional outputs without increased financial cost etc. to CCI).

TABLE 1: KEY ACTIVITIES, DELIVERABLES AND TIMELINES

FOCUS AREA	KEY ACTIVITY	DELIVERABLES	TIMELINES
1. Planning and coordination	• Participate in inception meeting with CCI and key stakeholders. • Develop detailed implementation methodology and workplan aligned to the scope of work and timelines. • Finalise consultation and stakeholder engagement approach.	• Inception Report. • Detailed Workplan and Implementation Plan. • Stakeholder Consultation Plan.	**30 November 2026**
2. Development of the Legal Opinion Paper on the Decriminalisation of Sex Work for Improved Access to HIV Health Services	• Conduct a comprehensive review and analysis of relevant legislation, policies, jurisprudence, case law, public health evidence, human rights frameworks, and provincial and municipal by-laws related to sex work and access to HIV/TB/STI services. • Analyse the constitutional, legal, public health, economic, and human rights implications of the criminalisation of sex work, including its impact on access to HIV prevention, treatment, care and support services. • Conduct comparative analysis of regional and international legal models, normative frameworks, and best practices related to sex work decriminalisation and public health approaches. • Develop evidence-based legal position statements, recommendations, advocacy key messaging, strategic public impact litigation considerations, practical law reform pathways including position statements on Regulations and Guidelines; all aligned to the South African political and jurisprudential context.	• Draft Legal Opinion Paper with Legislative Reform Framework including a clear position on Regulations and Guidelines. • Draft Advocacy Key Messaging Framework.	**Draft Deliverables – 15 December 2026** **Final Deliverables – 31 March 2027**

3. Stakeholder Consultations and Strategic Engagements	• Undertake consultations with civil society organisations, legal experts, public health stakeholders, SANAC's Sex Work Sector, sex worker-led organisations and affected communities. • Participate in strategic stakeholder meetings, technical working groups and advocacy platforms as guided by CCI. • Facilitate and co-facilitate discussions on sex work law reform, public health access and human rights.	• Consultation Meeting Reports and Stakeholder Engagement Inputs. • Participation in Multi-Stakeholder Consultations and Strategic Meetings. • Presentation Materials and Technical Inputs.	**Ongoing from 31 March 2027**
4. Presentation, Validation and Technical Support	• Present draft and final Legal Opinion findings and recommendations to stakeholders and strategic platforms. • Incorporate stakeholder feedback into final deliverables. • Provide ongoing technical support and strategic legal guidance to CCI related to sex work law reform advocacy and engagement opportunities.	• Presentation of Draft and Final Legal Opinion Paper. • Final Validated Legal Opinion Paper. • Technical Advisory Inputs and Strategic Guidance Notes where required.	**Ongoing to 31 March 2027**
5. Monitoring Policy and Legislative Developments	• Monitor Parliament, Parliamentary Committees, government departments and legal developments related to sex work decriminalisation and punitive law reform. • Identify and advise CCI on strategic opportunities for submissions, advocacy and stakeholder engagement.	• Brief and prompt Technical Updates and Alerts to CCI. • Strategic Advisory Notes and Reports where relevant.	**March 2027**

PROJECT DURATION

The project is expected to run for **60 non-consecutive expert days** between **November 2026 to March 2027**.

Timelines

Implementation and deliverables dates shall be based on the agreed-upon timelines at the inception meeting with the technical expert. The Technical expert shall submit an inception report with a final detailed workplan agreed upon at the inception meeting.

Payment

Payment will be made according to an agreed payment schedule and upon approved deliverables submitted.

REPORTING AND SUPERVISION

The contracted technical expert will report to the CCI Human Rights and Gender Technical Lead.

REQUIRED QUALIFICATIONS AND EXPERIENCE

The technical expert should have the following qualifications and experience:

- Minimum LLM, Masters Degree in Human Rights Law, Public Policy, Governance, Social Sciences, Development Studies Public Health and related field.
- Extensive experience in health law, human rights law, Constitutional law, criminal law and public impact litigation.
- Minimum 10 years proven experience in strategic policy advocacy, law reform and national-level multi-stakeholder engagement in South Africa.
- Demonstrated extensive experience facilitating structured multi-sectoral law and policy reform, policy making and/or advocacy strategy development especially working with Parliament, Department of Justice and Constitutional Development, Parliamentary Committees or related law making platforms, Chapter 9 Institutions, South African National AIDS Council Structures (SANAC) structures and multi-sectoral stakeholders.
- Track record of working within civil society, with particularly marginalised and stigmatised communities employing an intersectional lens.
- Prior experience with legal clinic, legal representation or paralegal service-provision.
- Strong understanding of GBV, harmful gender norms, stigma and human rights-based approaches.
- Have excellent participatory training, presentation, facilitation, writing and communication skills.
- Recently undertaken a similar technical assignment (s) would be an added advantage.

PROPOSAL SUBMISSION REQUIREMENTS

Interested applicants are invited to submit a proposal consisting of all administrative requirements **(see annexures required)** including the following:

- Technical proposal (max 3 pages) outlining the applicant's understanding of the assignment, approach and methodology. Include a work plan and timeline detailing key activities and deliverables. Include a clear value-add proposal that will contribute to quality, efficiencies, effectiveness and the sustainable outcomes of the activity.
- Curriculum Viate (CV) detailing qualifications and relevant experience to this scope of work.
- List of previous similar work conducted in the past ten (10) years.
- At least Two (2) reports or documents produced of similar work done within the past ten (10) years.
- Three (3) references from past clients.
- Financial proposal including daily rate and total cost (in ZAR) aligned to the deliverables in the scope of work.

INSTITUTIONAL AND LOGISTICAL ARRANGEMENTS FOR THE PROJECT

i. CCI will provide travel and accommodation as relevant during the execution of this assignment. Any travel must be approved by CCI.
ii. The technical expert is expected to provide their own work tools (laptop, cell phone, airtime /data, and other basic work tools related to the activity).
iii. Payment will be made per agreed milestones after submission and approval of deliverables and according to the agreed payment schedules.

IMPORTANT: This project /assignment will be considered successfully completed after submission and approval of final products /deliverable /milestones. Some deliverables require final approval /sign-off by multiple key stakeholders. If several revisions are required to produce acceptable quality, costs of these revisions are to be borne by the technical expert, until the acceptable quality is approved and CCI will not adjust the approved budget in any form.

EVALUATION PROCESS AND CRITERIA

The evaluation of submissions will be managed by CCI and the appointment of the successful technical expert by CCI.

The evaluation process will be conducted according to the following stages:

THE FIRST STAGE:

- This stage assesses compliance with **Administrative Requirements.**
- All applicants **MUST** submit all the mandatory documents below and all **LABELLED** as indicated in Table 2 below.
- Applicants who fail to submit the administrative requirements will not be evaluated further.

THE SECOND STAGE:

- This stage of the evaluation process assesses **Technical Evaluation** focusing on the ability to fulfil the requirements based on the scope of work.
- Proposal quality, experience, and methodology. Supporting documents will be scored. The technical evaluation breakdown in outlined in Table 3.

THE THIRD STAGE:

- This final stage will evaluate the cost-effectiveness and value for money aspects of all proposals. Professional fees should be within the available budget for the activity. Proposals will be scored, within effectiveness and efficiency of the cheapest maximum score and highest technical quality.
- **NOTE:** *CCI is not obligated to prioritise costing over technical integrity of the applicant, and as such will not automatically select the lowest application.*

Table: SCORING MATRIX

SCORING MATRIX	
Technical Evaluation Score	70%
Price	30%
TOTAL	**100%**

THE FIRST STAGE: ADMINISTRATIVE REQUIREMENTS

Applicants MUST submit all the mandatory documents below and all LABELLED as indicated in Table 2 below. Applicants that fail to submit the administrative requirements will not be evaluated further.

TABLE 2: ADMINISTRATIVE DOCUMENTATION

ANNEXTURE	DESCRIPTION
Annexure 1 *	**Motivation / Cover Letter –** ¬ This must show understanding of the assignment and interest in supporting this activity. (Include reference number and full contact details, dated and signed by the Technical expert).
Annexure 2 *	**Declaration of Interest -** A declaration confirming the absence of any Conflict of Interest (COI); or alternatively a declaration stating any existing relationship with CCI employees or Directors. (Refer to COI Form to be completed).
Annexure 3 *	**Signed Global Fund Code of Conduct for Suppliers of Services**
Annexure 4	**Proof of CIPC Legal Entity (if applying as a company)**
Annexure 5	**Valid SARS Tax clearance Certificate (if applying as a company)**

ANNEXTURE	DESCRIPTION
Annexure 6	**VAT Registration Certificate (if applying as a company)**
Annexure 7	**Valid B-BBEE certificate/Sworn Affidavit (if applying as a company)**
Annexure 8 *	**Comprehensive CV of Technical Expert with qualifications and experience aligned to the Scope of work or a Project Team with abridged CVs and the roles and responsibilities of each team member.**
Annexure 9 *	**Technical Proposal, Implementation Plan and Value-Add Proposal** Outlining approach, methodology, implementation plan as guided by the scope of work and details of Value-add Proposal (**3-pages**)
Annexure 10 *	**Detailed cost proposal** ¬ Professional fees (daily rate) aligned to key deliverables outlined in the scope of work **(1-page).** **REFER TO THE PRICING SCHEDULE TEMPLATE INDICATED BELOW.**
Annexture 11 *	¬ **List of current and completed assignments (past 10 years) – 1 Page.** ¬ **Minimum of three (3) Reference Letters on similar work (within the last 10 years).** ¬ **Minimum of two (2) reports or documents produced of similar work done in the past 10 years.**

Please note:

i. Documents marked with asterisk* are **MANDATORY.**

PRICING SCHEDULE TEMPLATE

NB: All bidders are required to complete the pricing schedule as per the format below as this will be used for evaluation.

Deliverable	Description *(Align with key activities on Table 1)*	Unit (Days)	Unit Cost	Total Cost (ZAR)
Planning and coordination				
Development of the Legal Opinion Paper on the Decriminalisation of Sex Work for Improved Access to HIV Health Services				
Stakeholder Consultations and Strategic Engagements				
Presentation, Validation and Technical Support				
Monitoring Policy and Legislative Developments				
	Sub-Total			
	VAT (if applicable)			
	Total			

THE SECOND STAGE: TECHNICAL EVALUATION SCORING MATRIX

TABLE 3: TECHNICAL EVALUATION

CRITERIA	DESCRIPTION	SCORE WEIGHTING
Motivation / Cover Letter	**MOTIVATION LETTER WITH FULL CONTACT DETAILS, DATED AND SIGNED**. • **0 points =** No motivation letter submitted • **2 points =** Motivation letter submitted with oo contact details; not dated; not signed and content is not justifying interest and track record aligned to SoW and ToR to provide the service. • **4 points =** Motivation letter has contact details and on a letter head; but it is not dated and/or not signed, but content justifies that the technical expert is suitable and interested in providing the service. • **5 points =** Motivation letter submitted with no reservations. Has contact details; it is dated; it is signed and it is on a letter head or written as a formal letter; and content justifies that the technical expert is highly interested with excellent and aligned track record in providing the services.	**5**
Technical Proposal, Implementation Plan and Value Addition.	**DETAILED PROPOSAL AND SCOPE OF WORK THAT DESCRIBES THE TECHNICAL APPROACH, METHODOLOGY, IMPLEMENTATION PLAN AND ADDED STRATEGIC VALUE TO PROGRAMME QUALITY AND OUTCOMES.** • **0 points =** No technical proposal submitted. No clear methodology, implementation plan or value-add presented. • **10 points =** Satisfies the requirement with major reservations. Technical approach not aligned to the scope of work, unclear methodology that does not fully describe the full scope on how the activity will be implemented and no implementation plan as per the requirements of the TOR. Limited value-add. The proposition largely mirrors required activities, with limited differentiation, innovation, or added benefit to programme quality or outcomes. • **25 points =** Satisfies the requirement partially with some reservations regarding clear conceptual approach, some irrelevant methodology not fully explained and unclear implementation plan that does not fully detail processes and responsible persons working together to implement the tasks in the scope of work. Adequate or partial value-add - proposal meets core requirements and includes some value-add, but this is limited in scope or depth and may lead to additional costs to CCI. • **40 points =** Satisfies the requirement. Technical expert demonstrated satisfactory conceptual clarity and approach that substantially aligns with the scope of work. The methodology and scope of work is explained with minimal vague and unclear details. The implementation plan lacks some crucial information. Very strong value-add - proposal offers clear and meaningful value-add that enhances delivery and outcomes. The proposal includes strong complementary elements that add significant value beyond core requirements. • **50 points =** Satisfies the requirement with additional benefits. The technical expert demonstrated clear understanding of the scope of work and provided a comprehensive technical proposal with clear conceptual approach, that flows logically, detailed methodology and fully detailed implementation plan with all details on key	**50**

CRITERIA	DESCRIPTION	SCORE WEIGHTING
	activities, milestones, responsible persons, timelines. Exceptional value-add. Proposal presents a highly compelling value-add proposition that significantly strengthens programme quality, reach, sustainability, or impact. Demonstrates innovation, strong strategic insight, and additional benefits that go well beyond the requirements in this TOR, without compromising focus. Clear evidence of leadership, systems thinking, and long-term contribution.	
Technical expertise	**CURRICULUM VITAE (CV) OF THE PROPOSED PROJECT TEAM OF THE TECHNICAL EXPERT (REVIEW QUALIFICATIONS AND RELEVANCE TO THE EXPERIENCE REQUIRED IN THE TOR)** • **0 points =** No CVs submitted. • **5 points =** Satisfies the requirement with major reservations regarding the relevance of the qualifications and experience of the team's ability to meet the requirements of the scope of work, with little or no evidence to support the response. • **10 points =** Satisfies the requirement partially. Minimum LLM and Master's Degree with minimum 5 years of experience doing related work though not quite similar. Limited law reform experience per requirements outlined in the scope of work. • **15 points =** Minimum Master's Degree relevant to the requirements in the SOW and minimum of 5 years' experience doing similar work. • **25 points =** Satisfies the requirement with additional benefits fully and exceptionally. LLM or Masters Degree or higher qualifications and extensive experience of more than 10 years doing similar work outlined in the TOR. The technical expert demonstrates adequate team abilities to meet the requirements of the scope for work. Qualifications and experience are adequate and will add value to ensure full capability to fully conceptualise, implement and document all aspects of this activity. Response identifies factors that demonstrate added value, with evidence to support the response fully without any reservations.	**25**
Past and or present Project list (10 years) and three references in past 5 years	**LIST OF PREVIOUS PROJECTS AND REFERENCES** • **0 points =** No list submitted, no references. • **3 points =** List submitted but projects not relevant to the SOW; 1 reference letter submitted. • **5 points =** List submitted and some projects are relevant to the SOW but older than 10 years; 2 reference letters submitted but not well aligned to the SOW. • **8 points =** List submitted and most projects are aligned and relevant to the SOW within 10 years; 2 reference letters submitted and aligned to the TOR. • **10 points =** Satisfies the requirement with additional benefits fully and exceptionally. List is fully aligned and shows exceptional examples of doing similar work with some projects more recently completed within 10 years. Three reference letters for work done in the past 10 years submitted and all well aligned to the TOR.	**10**

CRITERIA	DESCRIPTION	SCORE WEIGHTING
Project reporting experience	**MINIMUM TWO (2) SAMPLES OF PREVIOUS WORK AND OR REPORTS SIMILAR TO THIS ASSIGNMENT** • **0 points =** No previous work and/or reports submitted. • **3 points =** 1 report and/or previous work submitted but not relevant to the scope of work. • **5 points =** 1 report an/or previous work submitted and relevant to the SOW but older than 10 years. • **10 points =** 2 reports and/previous work fully relevant to the SOW and within 10 years	**10**
	TOTAL	**100**
TOTAL TECHNICAL EVALUATION TO BE AVERAGED OUT OF 70%		

THE THIRD STAGE: PRICE EVALUATION

Bidder whom have successfully met all the Administrative and Technical Evaluation on Stage 1 and Stage 2 will be further evaluated in Stage 3 (Price).

Price scoring will be calculated using the formula indicated below in Table 4.

TABLE 4: PRICE EVALUATION

PRICE	SCORE (MAX 30%)
Shortlisted technical experts demonstrate exceptional capability to meet the requirement supported by evidence will be assessed with the 70/30 Point System. **A maximum of 30 points is allocated for price on the following basis:** **PRICE EVALUATION ASSESSMENT** - The calculation formula for price points will be conducted as follows: **PS = (Pmin/Pt) x P** **Where:** - PS = Price Score - Pt = Price of the tender/offer under evaluation - Pmin = Lowest acceptable tender/offer. ○ Points scored will be rounded off to the nearest 2 decimal places - P = Maximum points **Example** - P = Maximum points to be obtained is 30. - Pt = = Price of the tender/offer under evaluation, for example ABC Inc. quoted R520 000.00. - Pmin = Price of lowest acceptable tender/offer, for example Jane Wesson Inc. quoted R430 000. **PS = (430 000/520 000) X 30** **PS = 24.81 scored out of 30 for ABC Inc**.	30%
TOTAL PRICING SCORE OUT OF 30%	**30%**

APPLICATION INSTRUCTIONS

All applicants are required to:

- Only email-submitted applications will be considered.
- Mark their applications with **"Application – Decrim SWP – Name of provider – BID Reference Number"** in the email subject line.
- Should the application submission be too big for one email, applicants must submit batches as detailed below until all batches are submitted:
  - "Batch 1 - Application – Decrim SWP – Name of Provider – BID Reference Number"
  - "Batch 2 - Application – Decrim SWP – Name of Provider – BID Reference Number"

KEY DATES

The deadline for the submission of a fully completed application, including all relevant attachments, is the 25th of November 2026 (16h00: SAST). The key dates for the application process are shown in the table below.

STAGE	DATE / PERIOD
1. Publication of the Request for Applications	**6th of November 2026**
2. Deadline for questions and request for information. Such must be directed to TORenquiries@ccisa.org.za	**18th of November 2026 (14h00: SAST)**
3. Deadline for submitting applications. No late applications will be accepted. Submit to RFA@ccisa.org.za	**25th of November 2026 (16h00: SAST)**
4. Evaluation period (indicative) during which additional details may be requested.	**26th November – 3rd December 2026**

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