

**TERMS OF REFERENCE
SEPTEMBER 2023**

Product	Six Animated (2D) clips on Menstrual Hygiene Management
Reference	MIET AFRICA ANIMATION 02
Submission	shela@miet.co.za
Deadline	15 September 2023

1. Introduction & Programme Overview

Menstrual hygiene management (MHM) is a key component in a programme currently being implemented by MIET AFRICA, in selected South African schools.

The development of the MHM short films succinctly addresses two objectives. 1) to support the advocacy efforts of the recently developed Guidelines by identifying and raising awareness of the themes and factors contained therein, and 2) to support the wider dissemination of MHM factors to a greater audience (learners, teachers, parents, caregivers, school management, implementers, funders, development partners).

This particular ToR is for the procurement of the items detailed herein. The purpose and scope of this call is to explain the requirements in full detail, as well as the process for submitting a tender response. A Concept Note on the development of the MHM animated short films is available on request.

Please submit quotations to shela@miet.co.za by 5pm on 15 September 2023. If you have not received communication from MIET AFRICA by 22 September 2023, please consider your Tender unsuccessful.

Specifications

Item	Description & themes <i>further details to be provided in artwork brief after the Tender has been awarded.</i>
<p>6 Animated (2D) clips</p> <p>English with English sub-titles</p> <p>For each, a Sign Language Interpreter</p>	<ol style="list-style-type: none"> 1) Menstruation 101 – The Basics 2) Taboos and Myths and Relationships (parents, caregivers, boy child) 3) Menstrual Products, Dignity, Responsible Disposal 4) Guidelines: Menstrual Hygiene Management in Schools 5) Supporting and Caring Environment 6) Research - As part of the research dissemination activities, the findings of the research study on absenteeism, will be packaged in a film format. <p style="background-color: yellow; text-align: center;">NO LONGER THAN 3 MINUTES EACH</p>

Requirements to be included in your Tender Application:

- Concept development and research
- Storyboarding
- Animation, the use of graphics, wording and imagery
- Script-writing
- Voice over
- Royalty free music
- English sub-titles
- Sign Language Interpreter
- Please account for client reverts.

Timelines

Tender awarded and Contract Finalization – 22 September 2023

First film – completed by 6 October 2023

Last 5 films – staggered delivery times until 15 December 2023 (production timelines to be agreed within first two weeks of contract).

1. Contracting Objectives

In order to ensure that resources are used efficiently and effectively, MIET AFRICA has a policy pertaining to the purchase of goods and services.

MIET AFRICA evaluates and scores all purchase of goods and services on the following basis:

- Best value for money, including effective competition

- Best lead in/delivery times
- Fairness, integrity and transparency
- Procurement that is in the best interest of both the funder and MIET AFRICA – please submit, with your quotation:
 - Company registration certificate
 - Original valid tax clearance certificate
 - Valid BBBEE certificate
 - Owners/partners/directors IDs
 - Audited financial statement (a minimum of one-year recent audited financial statements for companies or financial statements signed by the accounting officer for closed corporations)
 - A minimum of three recent contactable references from customers to which the tender has provided or is providing goods/ services that are substantially similar to the goods/ service required
 - Proof of banking details (not older than 3 months)

All procurement is strictly supported with an approved suppliers' database.

Weighted Evaluation Criteria for Supplies	Points
Best value for money, including effective competition	50
Quality of goods, proof of experience in similar supply, technical experience and deliverables,	30
Statutory compliance (Higher points are allocated to VAT vendors, tax clearance certificates are mandatory)	10
BBBEE	10
Total	100

2. General Policy Requirements

By submitting a response in connection with this tender call, potential suppliers confirm that they will accept full responsibility and liability for any information/omissions/actions of their/subcontractors/suppliers/consortium members under this tender response.

3. General tender conditions (“Tender Conditions”)

- Application of these Tender Conditions – In participating in this tender process and submitting a

tender response it will be implied that the potential supplier accepts and will be bound by all the provisions of this tender process. Accordingly, tender responses should be on the basis of and strictly in accordance with the requirements of this call.

- Third party verifications – Potential suppliers consent to MIET AFRICA’s carrying out all necessary actions to verify the information provided, and to MIET AFRICA’s commissioning one or more third parties to assist in this verification. Furthermore, potential suppliers acknowledge that there is no obligation on the part of MIET AFRICA to verify all information supplied. (Please refer to point 4 above).
- Information provided to potential suppliers – Information supplied by MIET AFRICA to potential suppliers as part of this tender process is supplied in good faith. The information is believed to be correct at the time of issue. MIET AFRICA will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such.
- Potential suppliers to make their own enquires – Potential suppliers are responsible for analysing and reviewing all information provided by MIET AFRICA as part of the tender process and for seeking advice or clarification from MIET AFRICA. Potential suppliers should notify MIET AFRICA promptly of any perceived ambiguity, inconsistency or omission in the tender requirements.
- Amendments to the call – At any time prior to the tender process deadline, MIET AFRICA may amend the call. Any such amendment shall be issued to all potential suppliers, and if appropriate, the tender process deadline may be extended.
- Compliance of tender response submission – The goods and/or services offered by the potential suppliers should be strictly in accordance with the tender process requirements (including, but without limitation, any hardware/software/asset specifications).
- Format of tender response submission – Responses should be supplied in the form of a formal quotation, which must include the tender process reference number above, and detail the requirements contained in the tender call.

4. Confidentiality and Information Governance

- All information supplied by MIET AFRICA, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to the potential suppliers' professional advisers, consortium members and/or sub-contractors strictly for the purposes of assisting the potential supplier to participate in this tender process) unless the information is already in the public domain or is required to be disclosed under any applicable laws.
- The potential supplier shall not disclose, copy or reproduce any of the information supplied as part of this tender process other than for the purposes of preparing and submitting a tender response. There must be no publicity by the potential supplier regarding the tender process or the future award of the tender unless MIET AFRICA has given express written consent to the relevant communication.
- The potential supplier shall not contact, or attempt to make contact with, any funders of MIET AFRICA
- MIET AFRICA reserves the right to disclose all documents relating to this tender process, including without limitation the supplier's tender response, to any employee, third party agent, funder, adviser or other third party involved in the process in support of, and/or in collaboration with MIET AFRICA.
- The use of blanket protective markings of whole documents such as "commercial in confidence" will not be sufficient. By participating in this tender process, the potential supplier agrees that MIET AFRICA will not be bound by any such markings.
- In addition, marking any material as "confidential" or "commercially sensitive" or equivalent should not be taken to mean that MIET AFRICA accepts any duty of confidentiality by virtue of such marking.
- The tender responses are submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this tender process in accordance with MIET AFRICA's instructions and will not use such personal data for any other purpose. The appointed supplier will undertake to process any personal data on MIET AFRICA's behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

5. Tender Validity

The tender response must remain open for acceptance by MIET AFRICA for a period of 7 days from the tender deadline. A tender response not valid for this period may be rejected by MIET AFRICA.

6. Payment and Invoicing

MIET AFRICA will pay 50% deposit on acceptance of invoice, with the balance payable within 30 days of delivery of the goods.

Tax invoices are to contain all relevant details as defined by the South AFRICA Revenue Services.

MIET AFRICA's details are as follows:

Name	Trust Number	Business Address	VAT number
MIET AFRICA Trust	IT1002/1996	59 Henwood Road, Morningside, Durban, 4001, P O Box 37590 Overport, 4067,	4430170375

7. Additional expectations/requirements

- In the event that you have any concerns or queries in relation to the Contract, you should submit a clarification request, **in writing**, to:

Shéla McCullough | Communications & Materials Production Manager | shela@miet.co.za

8. Obligations

The potential supplier acknowledges this is a once off tender call.

There is no obligation on the part of MIET AFRICA to procure all items in this tender process from one supplier. MIET AFRICA may award different items to different suppliers, however, consideration will be given for discounts pertaining to bulk purchases. Such discounts are to be clearly stated on the quote.