



REQUEST FOR QUOTATION FACILITATION AND TRAINING ON THE USE AND CARE OF REUSABLE SANITARY PADS

RFQ reference	AICCT/RFQ/RSP-TRAINING/2026
Issue date	5 August 2026
Closing date and time	Wednesday, 12 August 2026 at 16:00 (SAST)
Submission method	Email proposal clearly marked with the RFQ reference to: info@aicct.co.za

IMPORTANT: Only registered non-profit organisations (NPOs) will be considered. Submissions from individuals or informal groups will not be evaluated.

1. Invitation

The Anglo Inyosi Coal Community Trust (AICCT) invites suitably experienced and registered non-profit organisations to submit proposals for the facilitation of age-appropriate menstrual-health education and practical training on the correct use, washing, drying, storage and care of reusable sanitary pads. Preference will be given to organisations based in, or able to demonstrate an established operational presence within, eMalahleni, Ogies or Phola.

2. Project Background

AICCT is implementing a sanitary dignity initiative for schoolgirls in its host communities. The training component must ensure that beneficiaries can use reusable sanitary pads safely and confidently, understand menstrual hygiene and challenge harmful stigma. The service provider will work with AICCT, participating schools and relevant stakeholders to deliver coordinated training sessions at designated venues.

3. Beneficiary Groups and Pricing Location

Bidders must price each location separately. AICCT may appoint one organisation for both Locations or make separate appointments. Prices must be fully itemized and must not be presented as a single unexplained lump sum.

Location	Area	Estimated beneficiaries	Pricing requirement
Location 1	eMalahleni	2,000 girls	Separate, fully itemised price
Location 2	Phola	1,000 girls	Separate, fully itemised price



4. Scope of Work

Develop and submit a practical facilitation plan, session outline and implementation schedule for AICCT approval before delivery.

Provide qualified, experienced and appropriately screened facilitators in sufficient numbers to manage the relevant beneficiary group safely and effectively.

Deliver age-appropriate education on menstruation, menstrual health and hygiene, bodily changes, dignity, confidence and stigma reduction.

Demonstrate the correct use, fitting, changing, washing, rinsing, drying, storage and ongoing care of reusable sanitary pads.

Explain safe hygiene practices, product limitations and when learners should seek advice from a parent, educator or healthcare professional.

Use participatory methods, including demonstrations, questions and answers, and learner-friendly visual or printed materials.

Coordinate with AICCT and designated school or venue representatives regarding programme flow, registration, safeguarding and venue logistics.

Provide all training aids, demonstration items, facilitator materials and beneficiary educational materials required for the sessions.

Maintain attendance evidence and submit a concise post-implementation report within five working days, including attendance, activities delivered, key questions, challenges, photographs where authorised, and recommendations.

5. Minimum Eligibility and Mandatory Documents

Failure to submit the mandatory documents below may result in disqualification:

Valid NPO registration certificate issued by the Department of Social Development, or equivalent proof of registration as a non-profit company or public benefit organisation.

Founding document or constitution and details of the organisation's office bearers or directors.

Valid tax compliance status PIN or relevant tax-exemption documentation.

Proof of physical or operating address. Organisations claiming local preference must submit evidence of presence in eMalahleni, Ogies or Phola.

Organisation profile demonstrating relevant menstrual-health, reusable-pad, adolescent-health, education or community-facilitation experience.

At least three signed and contactable reference letters for comparable work successfully completed. References must identify the client, assignment, beneficiary scale and contact details.

Curricula vitae and relevant qualifications or training credentials for the proposed lead facilitator and key team members.



6. Technical Proposal Requirements

Understanding of the assignment and proposed training approach.

Detailed work plan, including session duration, number of sessions, venue capacity assumptions and the number of facilitators per session.

A clear learner-engagement and safeguarding approach suitable for school-age girls.

Proposed training content or curriculum, with sample learner materials where available.

Team structure, roles and facilitator-to-beneficiary ratios.

7. Evaluation Criteria

Criterion	Evidence considered	Weight
Mandatory compliance	NPO status and all mandatory supporting documents	Pass / Fail
Relevant experience and track record	Comparable assignments and at least three reference letters	25%
Methodology and learner engagement	Quality, practicality, safeguarding and reusable-pad content	25%
Facilitator capacity	Qualifications, experience, team size and delivery capacity	15%
Local presence and community knowledge	Demonstrated presence or established delivery footprint in the preferred areas	10%
Price and value for money	Complete, competitive and transparent itemized pricing	25%

AICCT reserves the right to verify references, request clarification, negotiate scope and pricing, conduct due diligence, appoint per Location, or not appoint any bidder. The lowest-priced proposal will not necessarily be accepted.

8. Submission Instructions

Submit one consolidated PDF proposal with annexures and a separately identifiable pricing schedule.

Use the subject line: "RFQ: Reusable Sanitary Pads Training – AICCT/RFQ/RSP-TRAINING/2026".

Submit by no later than Wednesday, 12 August 2026 at 16:00

Late, incomplete, unsigned or misdirected proposals may not be considered.



10. Bidder Declaration

I/We confirm that the information supplied is accurate, that the organisation is duly authorised to submit this quotation, that all costs have been disclosed, and that the organisation can deliver the proposed services in accordance with this RFQ.

Registered organisation name	
NPO / NPC registration number	
Authorised representative	
Signature and date	
Contact number and email	

ENQUIRIES

For all enquiries regarding this RFQ, please contact:

Patisa Sotshononda- Trust Administrator – Anglo Inyosi Coal Community Trust

info@aicct.co.za

www.aicct.co.za

General Conditions

AICCT reserves the right to accept or reject any quotation, negotiate with preferred bidders, or cancel the RFQ without prior notice.