



SOUL CITY INSTITUTE NPC

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ANNEXURE B – TERMS OF REFERENCE: DISTRIBUTION OF SOUL BUDDYZ MATERIALS 2026

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1. ORGANISATIONAL OVERVIEW

Soul City Institute (SOUL CITY) is an intersectional feminist organisation, working to ensure that girls, young women and gender minorities enjoy substantive equality, with access to resources and opportunities that enable them to live fulfilling lives.

SOUL CITY is guided by the South African Constitution, with a focus on parts such as Section 27 that outline that everyone has the right to have access to healthcare services, including reproductive healthcare. We work tirelessly to make these and other rights such as the right to freedom, dignity and equality a reality for all, particularly for those who find themselves on the margins of oppression. SCI operates according to the principles and values of human rights, using an intersectional approach to ensure that nobody is left behind in the goal of eradicating poverty and ensuring equity for all.

SOUL CITY has been successfully implementing comprehensive services across social justice and feminism across the country for the past 28 years, targeting key and vulnerable populations including girls, young women and gender minorities amongst others.

2. BACKGROUND

The National Department of Health (NDOH) is funding and supporting the national rollout of Soul Buddyz Clubs across primary schools in South Africa. Part of the programme activities to support the clubs is the provision of materials and support materials for each province through distribution to a central point in each province.

3. SCOPE OF WORK

- 3.1. Soul City Institute wishes to engage an experienced organisation to provide services for the distribution of materials for the Soul Buddyz clubs.
- 3.2. **The materials must be packed in sets of 15 Zone Magazines and 2 Unit Guides per club, with each set shrink-wrapped and distributed to central points across nine provinces. There will be additional material, packed and specified separately.**
- 3.3. Bidders are to take note of the below delivery specifications:

Province	No. of Clubs	Contact person & numbers for delivery	Delivery Addresses	Extra material for the team per province
1. KZN	150	Gugu Dladla – 082 628 -9683 Gugu.dladla65@gmail.com Sphelele Mhlongo – 071 740- 2639 Schelele.Mhlongo@kzndoe.gov.za	Corner of R102 & link road Opposite fire station Stanger 4450	5
2. NW	70	Kebitsamang Baatjies, 062 393 4168 kebitsamang@soulcity.org.za	Department of Health District Office 44 Boom Street, Rustenburg CBD	5
3. FS	35	Joyce Maelamo-061 742 -5120 Joyce@soulcity.org.za	38123 Freedom Square Mangaung Bloemfontein 9323	5

Province	No. of Clubs	Contact person & numbers for delivery	Delivery Addresses	Extra material for the team per province
4.MP	80	Mpumelelo Mhlongo 0761587660 Mpumelelo@soulcity.org.za	Building 3 Indwe, Lower Ground, Mpumalanga Provincial Government, Government Boulevard, Riverside Park, Mbombela 1200	5
5.WC	30	Edward Schoor 021 900 7253 / 072 074 6441 Edward.schoor@westerncape.gov.za	Belhar Rd & New Nooiensfontein Drive Kuils River, Cape Town 7580	7
6.EC	80	Xoli Matola 083 980 6065 x.matola.19@gmail.com onika.namhla@gmail.com	KD Building 1 st Floor office no 141 Mthatha 5099	5
7.NC	30	Mrs Sonia Makoko 066 301 5234 Sonia.makoko@gmail.com	Department of Education, Baitiredi offices. TM Tlhabane Road, Mothibistad	5
8.LP	100	July Ndima 0737140948 JulyN@soulcity.org.za	Malamulele Circuit Office, Xithlelani Road, Next to Malamulele Clinic	5

4. **EXPERTISE & CAPACITY REQUIREMENTS**

To successfully fulfill the requirements of this tender, interested bidders must demonstrate the following:

- Proven Experience in logistics and distribution services
 - Demonstrated 3–5-year track record of handling similar large-scale distribution projects, preferably for public, non-profit or educational materials.
 - Proven ability to deliver to multiple central points across all nine provinces within specified timelines.
- Capacity & Infrastructure
 - Infrastructure capable of meeting capacity to handle, package, and distribute printed materials in compliance with detailed specifications and requirements.
 - Availability of project manager and support staff to oversee the entire production and distribution process.
 - Appropriate transportation and tracking systems, to ensure efficient execution of the project.
 - List of vehicles dedicated to the project
- References and Previous Work
 - A track record of successfully managing projects of similar scope, including references from previous assignments.

- At least three business references (reference letters) from organisations of similar size or nature.
- Quality assurance and risk management
 - Documented quality control processes
 - Measures to prevent production delays
 - Contingency plans for unforeseen circumstances

5. ESTIMATED PROJECT DURATION

Distribution of all materials should be completed by 27 March 2026.