



Elizabeth Glaser  
Pediatric AIDS  
Foundation

Until no  
child has  
AIDS.

## REQUEST FOR PROPOSALS

### REQUEST FOR PROPOSALS (RFP) FOR THE SUPPLY & DELIVERY OF MOTOR VEHICLES

In support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)  
(P.O Box 21127, Kampala)

**Firm Deadline: 26 February, 2018, 5:00 PM Eastern Time**

The Elizabeth Glaser Pediatric AIDS Foundation, a non-profit organization, is the world leader in the fight to eliminate pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. For more information, please visit <http://www.pedaids.org>.

#### **1. SPECIFICATIONS FOR THE SUPPLY AND DELIVERY OF MOTOR VEHICLES:**

The Foundation intends to purchase motor vehicles for its programmatic operations in Uganda and below is the minimum specifications:

##### **Quantity: 2**

##### ***Minimum Specifications:***

The specifications prescribed are not in any way limited to any specific tenderer as they are based on generally achievable requirements. Thus, specifications are as follows:

- Transmission: 5 speed, manual
- Driver Type: 4 x 4
- Fuel Type: Diesel
- Vehicle Ground Clearance: about/ within the ranges of 230mm. The ground clearance should be suitable for gravel, off-the road and rugged terrain.
- Seats: 12-seater .
- Steering: Power.
- Colour: white
- Number of doors: 3 doors
- Engine capacity between 4000cc – 4200cc.

##### **Exterior general/standard features**

- Antenna-manual.
- Bumper.
- Window shields
- High/low windshield wipers
- Lockable fuel lid.



- Mud guards: front and rear.
- Outside rear view mirrors.
- Rear Step bumper.
- Side steps.
- Spare wheel mounted on the back-door lockable (preferably).
- Swing-out type back door (preferably)
- Swing-out type rear window (preferably).
- Towing hook, front and rear
- Roof Rack, Heavy Duty with steps

### **Interior general/standard features**

- Ash –tray
- Assist grips.
- Bottle holders (front).
- Brake- fluid, Fuel level warning.
- Cigarette lighter.
- Digital clock.
- Door ajar warning.
- Floor mats: carpet.
- Floor silencer around front pedals.
- Foot rest.
- Head rests.
- Heater.
- Interior lights: front and rear.
- Interior review view mirror.
- Digital Odometer.
- Oil pressure warning light.
- Parking brake warning light.
- Power windows and doors.
- Radio AM/FM/CD and audio speakers.
- Seat Belts.
- Speedometer in km/hr.
- Trip Meter.
- Vinyl Floor covering.
- Water temperature gauge.
- Air-conditioning.
- Air-bags: Driver and front passenger.

### **Other safety features**

- Anti-lock braking system (ABS).
- Central Door Locking system.
- Rear Door Child Protection Locks.



EGPAF now invites eligible vendors to submit competitive quotes for the vehicles listed above.

## **2. EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS**

The Foundation will accept the proposal from the suppliers that is the **BEST VALUE** (i.e. the vendor that provides the most economically advantageous goods and service to the Foundation).

All proposals will be evaluated against the following Evaluation Criteria. Each proposal should contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order they appear below.

	<b>Evaluation Criteria</b>	<b>Submission Requirements</b>	<b>Weight</b>
<b>1</b>	Price	Indicate clearly the unit price of the vehicles. The price should include all costs of freight, insurance and related costs to Kampala, Uganda.	<b>60%</b>
<b>2</b>	After-Sale Services and Maintenance Centre in Uganda	Please indicate the nature of after-sale services provided and also the service centres in Uganda and their respective locations where possible.	<b>20%</b>
<b>3</b>	Delivery Period	Indicate the supply lead time from placement of order to actual delivery. Preferred delivery within 2 months of Purchase Order Placement.	<b>10%</b>
<b>4.</b>	Payments Terms	Indicate payment terms	<b>10%</b>
<b>TOTAL:</b>			<b>100%</b>

**Failure to provide any of the above specifications and requirements may be considered non-responsive and disqualify the applicant from final selection.**

## **3. SUBMISSION OF APPLICATIONS AND PROPOSED TIMELINE**

Interested suppliers can submit their **typed** quotations on the company's letterhead using the email below.



DATE	ACTIVITY
13 February, 2018	Release of RFQ
During working hours on the emails	Submission of Inquiries directed to: <a href="mailto:procurementuganda@pedaids.org">procurementuganda@pedaids.org</a> Any form of canvassing will lead to automatic disqualification of the firm
26 February, 2018 at 5:00 PM Eastern Time	Completed proposals must be delivered electronically by the deadline mentioned on page one to: <a href="mailto:procurementuganda@pedaids.org">procurementuganda@pedaids.org</a> NOT EXCEEDING 2MB
03 March 2018	Final decision announced and Offerors notified

Please note it is our best intent to comply with the above timeline but unavoidable delays may occur.

#### **4. ADDITIONAL INFORMATION**

**All proposals and communications must be identified by the unique RFP# reflected on the first page of this document. Failure to comply with this requirement may result in non-consideration of your proposal.**

Any proposal not addressing each of the foregoing items could be considered non-responsive. Any exceptions to the requirements or terms of the RFP must be noted in the proposal. The Foundation reserves the right to consider any exceptions to the RFP to be non-responsive.

Late proposals/quotations may be rejected without being considered.

The Foundation shall not be obligated for the payment of any sums whatsoever to any recipient of this RFQ until and unless a written contract between the parties is executed.

Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS Foundation is an Equal Employment Opportunity employer and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.

#### **5. ETHICAL BEHAVIOUR**

EGPAF shall use its best endeavors to ensure that funds provided under this tender do not provide direct or indirect support or resources to organizations and individuals associated with terrorism, promote or advocate the legalization or practice of



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prostitution or sex trafficking and assistance to drug traffickers. If, during the course of this tender, EGPAF discovers any link whatsoever with any organization or individual associated with any or all of these, they shall be excluded or disqualified from the tendering process.

As a core value to help achieve our mission, the Foundation embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including forging program outputs, kickbacks, bribes, undisclosed familial or close personal relationships between vendors and Foundation employees, or other unethical practices. If you experience or suspect unethical behavior by a Foundation employee, please contact our Fraud Investigations team at [fraud@pedaids.org](mailto:fraud@pedaids.org) or the Foundation's Ethics Hotline at [www.reportlineweb.com/PedAids/](http://www.reportlineweb.com/PedAids/). Any vendor/consultant who attempts to engage, or engages, in corrupt practices with the Foundation will have their proposal disqualified and will not be solicited for future work.