

REQUEST FOR PROPOSALS #053

PROVISION OF AUCTIONEERING SERVICES EGPAF- KENYA

In support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

Firm Deadline: (15TH November, 2019, 12.00 p.m)

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>.

BACKGROUND

The Elizabeth Glaser Pediatric AIDS Foundation - Kenya is soliciting proposals from experienced and qualified vendors to provide professional coordination and processing of auctioning selected organization excess or unutilized assets.

PURPOSE/SCOPE OF WORK

The Elizabeth Glaser Pediatric AIDS Foundation – Kenya seeks the services of an auctioneer to assist the foundation in the organization and execution of a sale of assets (such as motor vehicles) in Homabay, Lodwar, Westpokot, and Kisumu Office.

CONTRACTOR DELIVERABLES

The selected vendor is expected to:

- Organize the assets for auction/sale.
- Document receipt, storage and safeguarding of assets under his/her care against damage and thefts.
- Use a method of sale which is expected to yield the highest possible price.
- Document details of transactions including the sale of assets, selling prices, and sale date.
- Advise foundation on setting reserve prices and other terms of the sale.
- Organize with prospective buyers and foundation on viewing of assets under sale.
- Prepare advertising for sales.

KEY CONTRACT TERMS:

Contract Terms will be presented as a commission percentage. Commission will be calculated as a percentage of gross sales and will be withheld from auction proceeds and paid to the organization within 15 business days after each sale.

EGPAF Kenya expects that no expenses or fees in excess of the agreed upon commission will be billed to the organization for any reason.

EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:

The Foundation will accept the proposal that presents the **best value**. All proposals will be evaluated against the below Evaluation Criteria. Each proposal **must contain all the** items listed in the Submission Requirements as well as Minimum Requirements to be

considered responsive. Please submit your Submission Requirements in the order that they appear below.

Minimum Requirements

- Kenyan Certificate of Registration/Incorporation
- Valid Current Kenyan trading License
- Current Tax Compliance Certificate
- Company profile
- Licensed under the Kenya Auctioneers Act and Board.
- Current Auctioneers license

| Evaluation Criteria | Submission Requirements | Weight |
|------------------------------|---|-------------|
| 1. Technical/Past Experience | a) Experience with projects of similar type and scope, in the NGO sector with similar goods \ (motor vehicles) in the last two years. Please attach 3 copies of reference letters on letter head. b) Space to accommodate storage and auction of organization assets. | 30% |
| 2. Project Methodology | a) Description of the approach, methodology, and project structure to be used to satisfy the organization's project scope and objectives. b) Experience with advertising and staging items to obtain the highest sale price. Information provided by vendor regarding record keeping and reporting techniques. (Provide details information recorded at the point of assets receipt and data collected during sale. | 30% |
| 3. Financial Proposal | (a) Total cost to organization in the form of commissions withheld by the vendor | 40% |
| Total | | 100% |

PROPOSED TIMELINE:

DATE: 1st November 2019 – Release of RFP

DATE: 5th November 2019 – Submission of Contractual and Technical Inquiries. All enquiries should be send to nairobiprocurement@pedaids.org copied to bndegwa@pedaids.org

No phone calls please.

DATE: 9th November, 2019 – Question and Answer Response Document posted on

EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>

DATE: 15th November, 2019 - Completed proposals must be forwarded to nairobiprocurement@pedaids.org.

Date of contract awarding:

The anticipated date of contract award is **29th November, 2019**.

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

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 will be rejected without being considered.

This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from persons interested in providing the services outlined below. Such proposals shall be considered and treated by the Foundation as offers to enter into an agreement. The Foundation reserves the right to reject all proposals, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

The Foundation shall not be obligated for the payment of any sums whatsoever to any recipient of this RFP 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.

ETHICAL BEHAVIOR:

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 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 Doug Horner, Vice President, Awards, Compliance & International Operations, at [dhorne\[at\]pedaids.org](mailto:dhorne[at]pedaids.org) or the Foundation's Ethics Hotline at 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.