



**Elizabeth Glaser
Pediatric AIDS Foundation**
Fighting for an AIDS-free generation

INVITATION FOR PRE-QUALIFICATION (IFPQ) #2021/03/001

EGPAF Lesotho

30 Princess Margaret Road, LCA Complex, Ground Floor, Maseru

PRE-QUALIFICATION OF VENDORS FOR THE SUPPLY OF GOODS AND SERVICES

FIRM DEADLINE: 01 APRIL 2021 at 12:00 PM (noon) Lesotho time

TERMS OF REFERENCE

Elizabeth Glaser Pediatric AIDS Foundation (EGPAF), 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>.

As a result of this public announcement, EGPAF Lesotho (hereinafter referred as the “Foundation”) intends to pre-qualify vendors for the supply of common goods and services that are routinely procured by the Foundation throughout the year. Inclusion on this list allows vendors the opportunity to be directly solicited to do business with the Foundation when a need arises without additional advertisements, as the Foundation will procure goods and/or services over the next year from those suppliers that are determined pre-qualified in response to this IFPQ. Vendors who are not determined pre-qualified may be added to the list ad hoc on a limited basis throughout the year as appropriate. This Public announcement is open to all vendors including vendors that are on the current vendor database and failure to show interest may result in the elimination from the vendor database.

The individual categories are as follows:

- 1) Lodging and conferencing
- 2) Office Furniture
- 3) Tyres for all types of vehicles (Toyota: D4D, Fortuner and Yaris)
- 4) Courier Services
- 5) Car Wash (Nationwide)
- 6) Travel Agencies
- 7) Electronics and Electrical appliances
- 8) Supply & installation of air cons and power systems
- 9) General Office repairs and maintenance
- 10) Office partitioning
- 11) Vehicle hire (4x4 twin cap, 4X4 station wagon, pickup truck and passenger transport)
- 12) IT supplies and equipment
- 13) Medical equipment and supplies including PPE

- 14) Motor Dealership
- 15) Motor towing
- 16) Catering Services
- 17) Motor vehicle fleet management system
- 18) Motor panel beating and spray painting
- 19) Road safety services
- 20) Durable tents
- 21) Mobile toilet hire
- 22) Office/Meeting supplies
- 23) Supply, Design and branding of Gazebos
- 24) Supply and fitting of Carpets and blinds
- 25) Sound system and PA System
- 26) Printing and branding services
- 27) Stationery
- 28) Publications /newspapers
- 29) Supply and maintenance of Fire extinguishers
- 30) Security systems and services
- 31) Telecommunications
- 32) Cleaning services
- 33) Pathology medical services
- 34) Motor Servicing

To be considered for pre-qualification, the following documents must be submitted:

- 1) Full legal company name
- 2) List of Board of Directors, Executive Management, and/or other key essential personnel within the organization
- 3) Minimum of three professional references letters (including telephone, email, and other contact information), preferably from previous consumers from large organizations with large purchases in the respective category
- 4) Full company address, telephone, email, and fax numbers
- 5) Copy of Registration and/or Incorporation certificate
- 6) Valid Tax Clearance certificate (i.e. VAT)
- 7) Valid Traders License
- 8) Manufacture's authorization or certification to sell the goods in question (as applicable)
- 9) Copies of the most recent bank statement
- 10) Pictures, list and Quantity of typical goods/services on hand
- 11) Required delivery and payment terms
- 12) Other documents, as applicable

Applications MUST be submitted ONLY electronically via email by sending documents to tenders-les@pedaids.org. Please reference the unique IFPQ number listed at the top of this document in the subject line of your submission. **NO HAND DELIVERIES WILL BE ACCEPTED.**

The closing date for the receipt of bids is **01 APRIL 2021 at 12:00 PM (noon) Lesotho time.** Any required documents received after the date and time stipulated above will not be accepted.

If applicable, the Foundation reserves the right to visit your facilities as part of the pre-qualification process to verify factors such as (but not limited to) existence of organization, availability of goods on hand, and operational framework.

PROPOSED TIMELINE

Date	Activity
18 March, 2021	Release of IFPQ and posted to the EGPAF website at http://www.pedaids.org/pages/contracting-opportunities .
22 March, 2021	Submission of all contractual and technical inquiries related to this IFPQ directed to: tenders-ls@pedaids.org . All subject lines of emails must reference the unique IFPQ Reference Number located at the top of this document. Please clearly indicate in the subject line if the inquiry is specific to a given Category. No phone calls please.
25 March, 2021	Response to all inquiries released and posted on the EGPAF website at http://www.pedaids.org/pages/contracting-opportunities
01 April, 2021 at 12:00 noon	Deadline of submission of requested documents.
9 April, 2021	Review of Proposals with short-listed applicants.

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

EQUAL OPPORTUNITY NOTICE

EGPAF 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 our Fraud Investigations team at fraud@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.