



**REQUEST FOR QUOTATION (RFQ) # S007821 FOR SUPPLY AND DELIVERY OF
PRINTER LABELS AND RIBBONS**

FIRM DEADLINE/ CLOSING DATE & TIME: 19 MARCH 2021, 2PM MALAWIAN 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. INSTRUCTIONS, TERMS AND CONDITIONS TO TENDERERS

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

1.2. EGPAF does not bind itself to accept the lowest tender price and reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

1.3. Tenders **MUST** be received on or before the **closing date and time** and all bids received after the closing date and time will not be considered.

1.4. The quotation **MUST** include the following:

1.4.1. Bid Validity Date.

1.4.2. Unit Price and Total Price including taxes. No submission will be considered for any discovered omissions from the tenderer (s)

1.5. Prices to be quoted in USD/MWK.

1.6. Payment will only be made after full delivery.

1.7. The successful bidder will be issued with a Basic Ordering Contract.

1.8. Any costs associated with the preparation and subsequent submission of a quotation shall remain the sole responsibility of the supplier irrespective of the outcome of the final selection process.

1.8.1 This RFQ is not an offer to enter into agreement with any party, but rather a request to receive quotations from person(s) interested in providing the goods or services outlined in this RFQ.

1.9. Any exceptions to the requirements or terms of the RFQ must be noted in the quotation.

2. TABLE 1, Submission of quotations and proposed timeline

Interested suppliers can submit their **typed** quotations on the company's letterhead

DATE	ACTIVITY
11 March, 2021	Release of RFQ
19 March 2021 at 2pm Malawian Time	Completed quotations must be delivered electronically by the deadline: procurementmw@pedaids.org

3. SPECIFICATIONS FOR PRINTING OF LABELS AND RIBBONS ON TABLE 2 BELOW:

It is anticipated that there will be an on-going need for **Printer labels and ribbons up to 1st April, 2022** as listed in the table below. In recognition of this, a **Basic Ordering Contract** will be issued with Option Periods will result from this solicitation. When a need arises for printing, EGPAF will then place regular Purchase Orders for the printed materials for the initial period indicated in the table. After the initial period of the Basic Ordering Contract expires, EGPAF may exercise its option to extend the contract for an additional 2 option periods subject to availability of funding and vendor performance. The anticipated duration of each option period is 1 -year.

#	ITEM and DETAILED SPECIFICATIONS	UNIT	INITIAL TERM	DURATION OF OPTION PERIODS	ESTIMATED # OF OPTION PERIODS
(1)	Labels, paper, 102x38mm; Thermal transfer, z-perform 1000T, Uncoated, Permanent Adhesive, 25mm core, perforation, 12/box, 1790 labels	each	Up to 1 April, 2022	1 year	2
(2)	Wax Ribbons, 110mm x74m, 2300; standard, 12mm core, 12/box	each	Up to April 1 2022	1 year	2
(3)	Specimen labels 51 x25mm Direct Thermal –select 200D coated, Adhesive, 25mm core 12/box 2580	each	Up to April 1 2022	1 year	2

While we require you to indicate unit prices for the items, it may be important to provide an estimated annual quantity that **MAY** be required but this remains **indicative and is subject to variation as may be dictated by available funding and needs**. Thus, For Labels and Ribbons, its 15,036,000 of each per year and for Specimen Labels Direct Thermal Adhesive 3,600 of each per year. Further note that by indicating Basic Ordering Contract we mean that we will use the unit prices against the required quantity in the course of the year.

The Foundation may require a sample to check conformance to product specifications.

4. KEY CONTRACT TERMS

- 1) The Foundation may purchase more quantities than the unit(s) specified above in the next months. It is assumed that the prices quoted shall **remain fixed** during the initial contract period but should there be a price change, then the maximum percentage rate with which those prices will increase will need to be stated (for example, the prices in the attached quote will increase no more than 3% for the next order(s) should the Foundation wish to exercise this option).

This will be included in the final Purchase Order. If unable to provide a priced option at this time or should any of the goods/services offered by the vendor become unavailable, or unavailable at the unit rate originally proposed, the contractor will inform EGPAF of any changes in prices prior to the exercise of an option. Pricing shall otherwise remain fixed at the originally agreed-upon price and mutually agreed upon by both parties via an amendment to the original Purchase Order.

Upon placement of an order, the vendor will deliver the good/service within a specified timeframe. Each Order placed by the Foundation shall state the items to be purchased, the location to which the items should be delivered, specify the timeframe within which the Order should be completed, and a fixed-price for the items to be purchased (including delivery costs). Each individual Order will become a legally binding contract when it has been formally signed by the Foundation and received by the Vendor.

5. TABLE 3, EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS

Special Instructions:

All quotations must indicate VAT separately and state the following:

- 1) The delivery timeframe after receiving a confirmed order.
- 2) Validity Period of quotation
- 3) The terms of payment
- 4) Attach A copy of Business Registration Certificate
- 5) Attach A copy of Annual Tax Clearance Certificate

Note: Only Quotations which meet the minimum Special Instructions shall be considered

EGPAF will accept the quotation from the qualified suppliers that is the **LOWEST PRICE TECHNICALLY ACCEPTABLE** (i.e. the supplier provides the lowest cost for all the selected goods/services that meet all the minimum required specifications listed in Table 2).

ETHICAL BEHAVIOUR

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 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.