



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

**REQUEST FOR PROPOSALS # (S031782)
PREFERRED HOTEL**
in support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (“EGPAF”)
**1350 I Street, NW
Suite 400
Washington, DC 20005**

Firm Deadline: March 6th, 2024

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

EGPAF seeks a preferred hotel vendor to streamline the foundation’s accommodation procurements in Washington D.C, USA. Previously EGPAF has coordinated and booked directly with hotels within the vicinity based on available occupancy and the cost of rooms relative to the per-diem rate. Through this agreement, EGPAF seeks to integrate key data from the selected hotel (E.g Price, Availability) with Gordian Travel International’s, EGPAF’s travel service agency, travel booking interface. Through this interface, EGPAF looks to present all incoming accommodation requests to the preferred vendor hotel first in exchange for a discount.

SCOPE OF WORK AND CONTRACTOR DELIVERABLES

The selected hotel will provide the following services under a negotiated contract.

1. Fulfill EGPAF’s accommodation needs at a discounted rate negotiated between both parties.
2. Provide a point of contact to coordinate with EGPAF’s Administration department to meet accommodation needs.
3. Collaborate with EGPAF’s Travel Service Agency, Gordian Travel International, to integrate necessary data to streamline bookings.



MINIMUM REQUIREMENTS:

- Must be based in Washington D.C, USA.
- Must be within 15 minutes of walking distance to EGPAF's DC Office - 1350 I St, NW Suite 400
- Must have accessibility features.
- Must have the capacity to provide and update data (E.g Room occupancy and price) for Gordian Travel International's interface
- Must be able to provide the following amenities.
 - Wifi
- Within reason must be able to provide accommodation price that meet or are below the 2024 GSA Per Diem Rate – linked [here](#).

KEY CONTRACT TERMS:

The anticipated contract type is *a basic ordering contract*. Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

All deliverables provided to the Foundation must be furnished for the use of the Foundation without royalty or any additional fees.

All Materials will be owned exclusively by the Foundation. The contractor will not use or allow the use of the Materials for any purpose other than Contractor's performance of the Contract without the prior written consent of the Foundation.



EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:

The Foundation will accept the proposal that presents the best value. All proposals will be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order that they appear below.

Evaluation Criteria	Submission Requirements	Weight
1. Amenities/Perks and Quality of Room	Description of amenities and perks offered by the hotel. <ul style="list-style-type: none">• Amenities<ul style="list-style-type: none">○ Walking Distance to Office○ Gym○ Airport Shuttle○ Breakfast○ Wifi○ Working Stations Arrangement of a tour of the facility/single occupancy room by EGPAF’s administration department. The hotel must agree to allow for photos and videos.	30%
3. Safety and Security	Description of available security parameters by the hotel.	15%
4. Contract Terms	A description on the following terms offered by the hotel. <ul style="list-style-type: none">• Discounted price structure• Cancellation policies (Preference for flexible cancellation policies)• Reservation change policies (Preference for reservation change policies)• Check In/Out policies (Preference for flexible check in/out policies)• Payment Methods (Foundation Credit Card will be used for Room/Board, Occupant Credit Card will not have to be provided for entry into reserved room but can be used at Occupant’s discretion to cover incidentals)	25%
5. Price	Price of Single-Occupancy rooms broken down by months of the year. (Discounts are strongly preferred given the agreement)	30%
Total		100%



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

All applicants are required to be registered and authorized to perform the scope of work in the place of performance. A copy of valid registration must be submitted with each proposal.

PROPOSED TIMELINE:

DATE: 2/6/2024– Release of RFP

DATE: 2/20/2024 – Submission of Contractual and Technical Inquiries: Please send to Kyu-San Shim, Associate Officer ACOE, Kshim@pedaids.org

No phone calls please.

DATE: 2/27/2024 – Question and Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>.

DATE: 3/6/2024 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: Kyu San Shim, Associate Officer A&C, Kshim@pedaids.org

DATE: 3/14/2024: – Final decision announced and Offers notified

DATE: 3/21/2024: – Contract executed and Services begin.

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



KEY SOLICITATION TERMS AND CONDITIONS

The following terms and conditions apply to this solicitation. Preference will be given to bidders who can meet EGPAF terms. Any exceptions to the requirements or terms of the solicitation must be noted in your submission.

1. All submissions and/or communications should be identified by the unique RFQ or RFP Reference Number reflected on the first page of the solicitation document. Failure to comply with this requirement may result in non-consideration of your submission. Late quotes/proposals may be rejected without being considered.
2. Participation in this solicitation is open to all legal vendors that are registered and comply with the laws of doing business in the applicable country where services will be rendered. To be eligible for participation in the bidding procedure, bidders must prove to the satisfaction of EGPAF that they comply with necessary legal, commercial, technical, and financial requirements and are able to carry out the resulting work effectively. EGPAF may, at its discretion, require the presumed winner of the procurement to provide a copy of a valid registration certification and/or tax compliance (i.e. VAT) prior to awarding of the final procurement. Failure to provide this information at that time may automatically disqualify a bidder from selection.
3. EGPAF shall use its best endeavors to ensure that funds provided under this solicitation do not provide direct or indirect support or resources to organizations and individuals that are associated with terrorism, promote or advocate the legalization or practice of prostitution or sex trafficking, or provide assistance to drug traffickers. If, during the course of this solicitation, 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 bidding process.
4. EGPAF reserves the right to terminate the final contract should the selected bidder be unable to fulfill its expected obligations.
5. By submitting a bid, you certify that the person(s) involved in the preparation and collation of quotes/proposals were or are in no way associated or have any Conflict of Interests with the initial preparation of the solicitation, the tender documentation, or the subsequent evaluation, assessment, analysis, management, and decision-making process of this solicitation.
6. The solicitation is not an offer to enter into agreement with any party, but rather a request to receive proposals or quotations from person(s) interested in providing the goods/services outlined in the released solicitation document. Such submissions shall be considered and treated by EGPAF as offers to enter into an agreement.
7. Any quotations or proposals not addressing each of the submission requirements listed in the solicitation may be considered non-responsive and disqualify the applicant from final selection. Any exceptions to the requirements or terms of the solicitation must be noted in the final submission. EGPAF reserves the right to consider any exceptions to be non-responsive. EGPAF reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.
8. EGPAF shall not be obligated for the payment of any sums whatsoever to any recipient of the solicitation until and unless a written contract between the parties is executed.
9. Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS 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.



10. All items or deliverables provided to EGPAF must be furnished for the use of EGPAF without royalties or any additional fees. All Materials will be owned exclusively by EGPAF. Bidder will not use or allow the use of the Materials for any purpose other than bidder's performance of the Contract without the prior written consent of EGPAF.
11. **ETHICAL BEHAVIOR:** As a core value to help achieve our mission, EGPAF 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 EGPAF employees, or other unethical practices. If you experience or suspect unethical behavior by an EGPAF employee, please contact our Fraud Investigations team at fraud@pedaids.org or EGPAF's Ethics Hotline at www.reportlineweb.com/PedAids. Any vendor or consultant who attempts to engage, or engages, in corrupt practices with EGPAF will have their bid disqualified and will not be solicited for future work.
12. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment:

In accordance with Section 889 of the National Defense Authorization Act for Fiscal Year 2019, supplier understands and agrees that if awarded a contract as result of this solicitation, it will not procure or use any equipment, system, or service that uses "covered telecommunications equipment or services" as a substantial or essential component of any system, or as critical technology as part of any system under the resulting contract. "Covered telecommunications equipment or services" includes telecommunications or video surveillance equipment or services (including, but not limited to, cell phones, security cameras, network switches, and routers) manufactured by or with components from these Chinese companies or their subsidiaries or affiliates: (1) Huawei Technologies Company; (2) ZTE Corporation; (3) Hytera Communications Corporation; (4) Hangzhou Hikvision Digital Technology Company; or (5) Dahua Technology Company. In the event the supplier identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, for performance of this agreement for EGPAF, the supplier will notify EGPAF immediately and will be guided to provide the information required by FAR 52.204-25. The supplier agrees to insert the substance of this clause in all of its subcontracts or purchase orders funded by EGPAF.