



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

REQUEST FOR PROPOSALS #S061101
Provision of Accommodation and Conferencing Services 2024 /2025 Financial Year
in support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)
Lilongwe Office
(Fourth and Fifth Floor Offices, Gemini House City Centre, Lilongwe, Malawi)
Firm Deadline: Thursday, October 31, 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

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) is looking for reputable and experienced service providers to provide accommodation and conferencing services to The Foundation for an initial period of one year, with the possibility of extension for another year.

SCOPE OF WORK AND CONTRACTOR DELIVERABLES

The scope of services for this Request for Proposals are outlined below. Please ensure that each deliverable is itemized with a separate cost fixed for a period of 12 Months .

1. Full-day Conference Package including hall hire, morning & afternoon refreshments, lunch, water, soft drink, cordials, stationery, projector, PA system
2. Half-day Conference Package including hall hire, morning refreshments & lunch, water, soft drink, cordials, stationery, projector, PA system (including Lunch)
3. Half-day Conference Package including hall hire, morning & Afternoon refreshments, water, soft drink, cordials, stationery, projector, PA system (excluding Lunch).
4. Lunch/Dinner Only with Soft Drink
5. Hall Hire Only Including PA system and Projector
6. Hall Hire Only
7. PA System Only
8. Projector Only
9. Photocopying only
10. Printing Only
11. Scanning Only
12. Accommodation (Standard room) on Bed & Breakfast



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LOGISTICS:

The service will be provided in all districts nationwide. When submitting your quotation, please specify the district in which you operate.

KEY CONTRACT TERMS:

The anticipated contract type is 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.

It is anticipated that there will be an ongoing need for the goods and/or services included in the Scope of Work of this Request for Proposals. In recognition of this, the Foundation plans to issue a 12-month Basic Ordering Contract (BOC). When a need arises for a particular good/service, the Foundation will then place regular Purchase Orders for a particular good/service included in the Basic Ordering Contract.

OPTIONAL WORK:

The Foundation also anticipates a need to potentially extend this scope of work for an additional 3 option periods. The anticipated duration of each option period is 12 months. Please indicate any pricing changes for the option periods in response to this RFP.

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
Total fixed price	Total fixed price to complete all of the deliverables, including a breakdown by deliverable. This fixed price should be inclusive of all travel, staff/consultant time and any necessary supplies and materials.	20.00 %
Service Quality	Description of hotel amenities • Capacity (i.e. # of rooms, size of conference rooms, • Proximity to air/ground transportation, essential service providers eg hospitals, banks and/or Foundation / partner offices and project activities • Description of nearby dining options and amenities • WIFI • Air Conditioning	30.00 %
Safety and Security	Description of security of the Conferencing and Lodging site, availability of CCTV and measures to ensure safety and security of guests	30.00 %



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Past performance of similar work	3 professional references from similar past projects with phone and email contact information and one or more examples of prior similar work.	20.00 %
Total		100.00%

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.

Additional Instructions:

A Part from the quotation , kindly submit the following documents:

Photos of the premises

- Link to website, if applicable/ Available
- Valid Business Registration / License
- Latest Registration Certificate of TPIN and VAT

- Company’s Certificate of Registration/Incorporation
- Ministry of Tourism Registration Certificate
-

PROPOSED TIMELINE:

DATE	ACTIVITY
	Release of RFP
10/21/2024	Submission of Inquiries directed to: procurement mw, EGPAF Malawi Procurement Department, procurementmw@pedaids.org Any form of canvassing will lead to automatic disqualification of the firm
	No phone calls please.



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10/28/2024

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

10/31/2024

Completed proposals must be delivered electronically by the deadline mentioned on page one to: procurement mw, EGPAF Malawi Procurement Department, procurementmw@pedaids.org

Final decision announced and Offerors notified

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.



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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



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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.

13. **Prohibition on the use of Kaspersky Lab.** In accordance with Section 1634 of the National Defense Authorization Act for Fiscal Year 2018, supplier understands and agrees that if awarded a contract as result of this solicitation, it will not provide any “covered article” to EGPAF or use any “covered article” in the development of data or deliverables first produced in the performance of a resulting contract or order. “Covered article” means any hardware, software, or service that: (1) Is developed or provided by a “covered entity”; (2) Includes any hardware, software, or service developed or provided in whole or in part by a “covered entity”; or (3) Contains components using any hardware or software developed in whole or in part by a “covered entity”. “Covered entity” means (1) Kaspersky Lab; (2) Any successor entity to Kaspersky Lab; (3) Any entity that controls, is controlled by, or is under common control with Kaspersky Lab; or (4) Any entity of which Kaspersky Lab has a majority ownership.