



## **REQUEST FOR PROPOSAL**

### **SHAREPOINT IMPLEMENTATION AND DEVELOPMENT**

IN SUPPORT OF

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF KENYA)

**Fidelity Insurance Centre, Waridi Lane, Off Mahiga Mairu Avenue, Waiyaki Way,  
Westlands**

**Firm Deadline: (March 8, 2019, 1400Hrs)**

**EGPAF February, 2019**

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## ***1. Introduction***

The Elizabeth Glaser Pediatric AIDS Foundation (hereafter EGPAF Kenya), 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>.

## ***2. Background***

EGPAF Kenya has over 200 staff who are implementing donor-funded programs in diverse locations in Kenya (Nairobi, Homabay, Turkana and Kisumu)

EGPAF currently maintains an online (Cloud based) SharePoint on Office 365 environment as the primary organizational intranet, and are in the process of working to optimize, upgrade and further automate the existing intranet. The current organizational intranet includes multiple department, teams, project sites, documents libraries, workflows and links to other products and services (common systems). The portal has high customization beyond some branding and design enhancements, heavy use of workflows and currently exceeds 30 gigabytes in size.

The desired outcomes of the SharePoint implementation are:

- Enhance collaboration capability between departments, different program areas and different geographically dispersed teams; improve unstructured information management capabilities; support integration of tools and data specifically with additional features within Office 365 and other external systems to create one seamless ecosystem.

EGPAF Kenya is seeking proposals from potential/eligible Kenyan firms or consultants (Individuals) to provide SharePoint development and implementation services. The scope of the project will be building workflows, enhancing existing workflows, systems integration as well as general optimization of the existing SharePoint System to improve efficiency and effectiveness at the same time improve reporting tools. The outcome should improve user-system interaction within SharePoint.

Vendor/consultants for the implementation of SharePoint Server 2016 will improve our current SharePoint system and offer training services that will enable the organization to optimize its use of SharePoint as an intranet and extranet platform for all its internal operational departments and program areas.

### ***3. Product Requirements and Scope***

The awarded vendor/consultant will assist EGPAF Kenya in performing a baseline assessment of the existing infrastructure including gather and document requirements (Scoping), develop an implementation and backup plan and execute against this plan.

Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) is seeking proposals from vendors that have extensive experience working with Non-governmental organizations with all aspects of SharePoint implementation to implement the following scope:

*Details below, define SharePoint functional features required within the project scope document proposal by the service provider:*

#### ***a. Project Management***

A project plan with dates and milestones shall be created by the vendor / service provider and followed throughout the engagement. The vendor/service provider shall work with a project manager from Elizabeth Glaser Pediatric AIDS Foundation to plan and schedule all work.

#### ***b. SharePoint Design***

This will include but is not limited to the following sections:

##### ***i. Functional Requirements Document***

The *Functional Requirements Document* should capture use cases for utilizing Sites, Content, Search, and Communities, high level Site layout, branding and requirements for performance, capacity, security and availability. Search will include external files and/or databases.

The *Functional Requirements Document* should capture high level information concepts and be traceable to specific business capabilities and/or business objectives. The vendor will deliver an Information Architecture which will include a Taxonomy, Site Folder Structure, User & Group Access, Roles, and Permissions, Metadata, Data Structure, Search, Web Services, Role Based Security, Access (Inter, Intra, Extranet), and Application Integration.

All work will be conducted according to Elizabeth Glaser Pediatric AIDS Foundation Branding Standards, which will be shared with the winning vendor.

## ***ii. Governance Plan***

Elizabeth Glaser Pediatric AIDS Foundation has developed a draft *Governance Plan* that will need to be reviewed for completeness and tailored to any necessary specifics discovered during the design process.

The final plan should define the rules, procedures and roles necessary for successful Share Point system, site administration and growth.

A recommendation of minimal and optimal staffing levels for the system as designed should also be included.

## ***iii. Information Architecture***

The *Information Architecture* should define the structural and information and technical SharePoint configuration necessary to satisfy functional requirements and conform to the Governance Plan, while minimizing ongoing technical support requirements.

## ***iv. Training Plan***

The Training Plan should identify the training necessary for successful Share Point system and site administration / user level training.

Elizabeth Glaser Pediatric AIDS Foundation, IT Department will review these deliverables and, as needed and within reason, the vendor will make revisions until they are accepted by the department.

## ***c. SharePoint Build***

The vendor will improve the SharePoint system that is in existence as well as build new workflows, improve the existing workflow, streamline document management, enhance collaboration within SharePoint and also the general improvement of the current System aesthetics. The vendor will present the solution in a test environment to the IT team and the Director of Operations for assessment and consideration for GO-NO-GO before uploading to the SharePoint live environment.

### ***i. System Configuration***

With assistance from Elizabeth Glaser Pediatric AIDS Foundation IT staff, the vendor will map out the necessary configurations within SharePoint, including creating a backup strategy and management for the modules built.

### ***ii. Supporting Documentation***

The vendor will provide a detailed documentation together with the entire code and all designs used in SharePoint development. The documentation will be availed in both soft and hardcopy while the code will be availed in soft.

The vendor team will together with the EGPAF IT department save the code while testing the same. Signoff will be dependent on satisfactory handing over of the detailed documentation that is acceptable to the EGPAF IT team. The EGPAF Senior IT Manager will be the only authorized person to signoff the handover document.

### ***iii. System Configuration Document***

The vendor will document the details of the system configuration and include the same in the handover document to be signed off by the EGPAF Senior IT Manager.

### ***iv. Test Plan***

When the SharePoint Working Group provides initial acceptance of the solution, the vendor, in collaboration with Elizabeth Glaser Pediatric AIDS Foundation IT department, will develop a *Test Plan* document. EGPAF IT staff together with the vendor technical team will execute the Test Plan and document defects that is created after the testing plan is executed. The vendor will be responsible for resolving the defects and the test process re-activated again to ascertain all the documented defects have been fixed before live roll-out.

### ***v. Instructional Documents***

The vendor will provide instructional documents necessary for covering all standard and recurring operational tasks for each environment including but not limited to “System Backup and Restore”, “Database Maintenance Tasks”, “Environmental Build to Build Upgrade Steps”, etc. All template / functionality customizations should be documented.

### ***d. SharePoint Deployment***

After a signed off functional specifications has been developed by EGPAF and the vendor and an acceptance signed off, the vendor will guide preparation for and deployment of the production system by availing a detailed project management document with clear step by step project execution plan with detailed and clear agreed timelines.

The winning vendor will be provided with a sitting space at EGPAF Office in Nairobi with fully operational internet for minimum Three “3” working days in a week.

### ***i. System State***

All instances should be identically configured.

### ***ii. Training***

As part of deployment, the vendor will also be required to develop training materials (This will include the development of detailed system manual and also PowerPoint training materials) and deliver training for up to twenty (20) power users, who will serve as SharePoint champions for the entire Elizabeth Glaser Pediatric AIDS Foundation team. In addition to the Nairobi Office, the Vendor will also be required to travel to the regional

offices (Homabay, Kisumu and Lodwar offices) to train the end users together with the EGPAF IT Department for a maximum of 2 days per location.

This training should enable users to manage content on their department/program/team sites. Where permitted by the Governance Plan, this training should also allow users to tailor their sites to satisfy specific collaboration needs. Training materials developed should enable EGPAF IT to provide for ongoing training of future SharePoint content managers.

In addition to business user training, the vendor will be required to provide knowledge transfer and formal training to All the IT staff tasked with SharePoint administration responsibilities.

### ***iii. Recommendations***

The vendor should provide a list of recommendations based on out of scope but related issues and discoveries and decisions made throughout the project with the aim to maximize the value and mitigate risk of the resulting system. Any additional recommendations will be reviewed by EGPAF and only added to the scope through a contract amendment.

*Details below, define SharePoint process requirements within the project scope:*

### ***iv. SharePoint Application Development***

As for the organizations' existing document and web management infrastructure, the vendor / service provider will be required to provide the following.

#### ***a) Solution Implementation Plan***

The vendor in consultation with Elizabeth Glaser Pediatric AIDS Foundation recommended staff, will develop an implementation plan that encompasses all of the organization's existing intranet improvement as well as the functional bit of it. EGPAF will provide additional information to the winning vendor regarding existing content at the onset of the project should there be any clarifications to be sought by the contractor.

#### ***b) Develop Applications and Workflows Specific to the organizations requirements***

In addition to the implementation of the SharePoint infrastructure, sites and consistent branding, the vendor will be required to develop but not limited to new SharePoint applications and workflows as outlined below. The functional specifications that will be developed by the EGPAF team together with the vendor and signed off will have a comprehensive scope that will detail the entire works to be accomplished.



## High Level Scope Summary

- Analyze the current SharePoint and work on further optimization within the existing SharePoint system (e.g. workflows, Document libraries, collaboration etc.)
- Design and implement personalized employee workspace, based on various use cases, to improve on productivity within various function units. This will include managing pending workflow tasks, custom to do lists and personal planner.
- An action tracker that encompasses action points arising from various meetings or individual issues and their corresponding deliverables, updated and with insights as well as visibility on performance through analytics with additional specialized customization.
- Budget tracker that will feed into travel plans based on various annual activities. The tracker will capture users travel itineraries, such that the user cannot request for a travel outside the approved itinerary.
  - Develop and deploy the application across all offices to enhance tracking of budgets with top level approvals based on a defined approval matrix and parameters like approval amount limits
  - Develop and deploy a solution that will allow the organization to have insights and visibility on various budget plans by user, department and functional units.
- Develop and automate staff contact list (enable the call tree for emergencies) with details of each staff member and also to include key business non-staff contacts database. The contact list will provide an integrated solution to avail SMS communication services with all staff members. Develop an application to manage and send the requests to and from the employees with a dashboard that will allow the monitoring and reporting of key activities from the application.
- Develop a mileage claim tracker application that will be linked to an existing SharePoint travel request tracker (TAR) to provide further insights on various mileages claims to match with the approved TARs for consistency.
- Automate the activity request sheet as per the organizational requirements.
- Enhance petty cash workflow by adding a reconciliation module that allows the staff to reconcile and settle petty cash claims. The solution should include a reporting module that offers insights on the petty cash expenditure.
- Automate staff onboarding process through creating an e-learning portal that includes training templates to improve the staff onboarding process as well as improve orientation process. This should include core assessment guidelines, presented in a readable format, allowing users to sign off that they have read

and understood the terms and conditions. The application should then provide an auditable report.

- Refine content upload, management and contribution process to enhance collaboration and creation of content within SharePoint.
- Create a solution contingency plan to manage data limits within SharePoint and search ability for archived content.
- Automate payment transfer process e.g. Mpesa transfers, individual bank transactions etc. by having an automated workflow that captures all the transactions with relevant approval processes.
- Re-do the entire existing IT service desk/helpdesk module.
- ELT Dashboard - Create a High level dashboard for the main ELT team that shows them insights and activities across various systems and units within SharePoint.
- Enhanced reporting - Refine reporting parameters for all applications. The intranet contains 15 applications that need refined reporting for operational evaluation. This includes number of requests in a month with status and ability to identify bottlenecks in the systems.
- Financial visibility - Through business intelligence, offer visibility on unit and individual expenditures based on the individual budget planners and also for those staff who are on shared (Operations Department Staff)
- Management of staff data and documentation - Offer a solution to manage staff profiles within HR that includes updated skills, and a staff's journey within the organization
- Managing of staff training - Allow users to create a training plan/ schedule that can then be tracked over the year. The application should offer reports on who has undertaken/not undertaken a specific training.
- Team tools - Define proper collaboration spaces to assist the teams to work better together through collaboration. Having common tools e.g. calendar planner, team blogs, teams chat and shared working documents and files.
- Content Sharing and customized notifications - Create a model that allows the communications team to share newsletters and updates with ease through the intranet. Also, the system should have the ability to share intuitive notifications such as pending personal tasks or a delayed request.
- Refining existing workflows - EGPAF Kenya has multiple workflows in the current SharePoint that need review and updates to enhance their operations. This will include reviewing the processes, and suggesting ways to improve on

operation, output speed, addition of fields and enhancing functionalities of the workflows as well as reporting and management to minimize bottlenecks.

- The detailed scope will be captured well before the final detailed SOW sign off that will be developed by the EGPAF team together with the winning bidder and the document will guide the entire project and will be the development reference point.

***e. Contractual Deliverables***

EGPAF Kenya is looking for a consultant/firm to help with the project framework, deliverables, and to provide high-level third party guidance about the project. The successful consultant will have but not limited to the experience in the following areas

- Online/Cloud based SharePoint development on the O365 platforms.
- Project management.
- Experience with working with Non-Profit Organization and other big organization in implementation of SharePoint.
- Development of a security and rights management model
- Enhanced features and functionality assistance (such as BI, Dashboards, Office Application integration)

***a) Deliverables***

Together with the outlined deliverables in Section 3(d), Sub-section (vi) the winning vendor will be expected to Deploy and Implement additional SharePoint 2016 workflows and applications within EGPAF online environment and will go hand in hand with a detailed SOW as follows: -

**Deliverables**

Improving and implementing our current online SharePoint intranet design which will be outlined based on the above descriptions. The intranet should have

- Additional collaboration spaces
- Added features for personalized use of SharePoint
- Common area for the staff members to find information on schedules (Calendars, announcements and any other common foundation notifications).
- Well-designed user interface for each of the different areas of operations and programs.

Prepare the existing SharePoint Environment to provide for a smooth development phase to assist in hosting the new developed SharePoint Applications.

## Deliverables

Develop additional workflows as listed in section c (vi). Final Signed Off Functional Specifications that will be developed between the winning bidder and EGPAF and will be the reference binding document for the project.

Develop all documents required pre-and post-implementation process.

- Deployment and Implementation plan.
- Post Deployment Technical Document.
- Training document (Both end user and the admin documents)

Implement Business intelligence and analytics for:

- SharePoint online activity based on logins and user activity (Admin access only)
- Application requests, status of requests and insights on frequency
- Track activities within the above applications
- Suggest other ways that the organization can use various Office 365 features to enhance productivity and security

Training to be provided based on the above-named implementations and developed applications

- Administration on SharePoint.
- Training for End User SharePoint.
- Administration and end user training on the above-mentioned applications.

## 4. Technical Requirements

### a) Technical Approach and Methodology

In this sub section, respondents should explain their understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

### b) Work plan

In this sub section respondents should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals

by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A detailed project plan with all milestones and timelines should be included here. The work plan should be consistent with the Terms of Reference

***c) Staff Experience***

Respondents to this RFP must submit resumes for the staff proposed to deliver service to EGPAF. Staff must have experience implementing SharePoint in Office 365 environment and possess Microsoft SharePoint Server Certifications. The winning respondent must guarantee that proposed staff will actually deliver the proposed services, or where necessary, be substituted for staff with equivalent experience.

***d) References***

Respondents to this RFP must provide references to verify capabilities, experience, and work history in Microsoft SharePoint implementation. A minimum of five (5) references are required. References should consist of projects of a similar scope, complexity. The reference contact information shall include the customer name, start/end dates of the project, customer e-mail address, street address, telephone number, a description of the services provided and timeframe of project.

***e) Samples***

Respondents to this RFP must submit samples of SharePoint designs created as part of previous or current client engagements. Sample screenshots (or equivalent) and links to associated websites (where available) are sufficient to satisfy this requirement.

***f) Foundation Responsibilities***

EGPAF Kenya will provide working space and internet connectivity within the EGPAF offices (Nairobi). At its sole discretion, the organization may arrange remote connectivity at Vendor's request. EGPAF has offices in various locations with Internet connectivity and the winning vendor can work from any agreed location but EGPAF prefers Nairobi Office. The awarded vendor will be expected to STRICTLY work from EGPAF office for there (3) working days every week. Work hours either on-site (9am – 4pm) for three days and off-site the remainder of the days. Hours may also be outside of normal business hours.

***g) Logistics***

The services under this contract will be performed primarily in the Nairobi Office. Travel outside of Nairobi to any of our sub-offices will be minimal, and must be approved by EGPAF Kenya since we will cater for accommodation and transport to and from the sub-offices.

#### ***h) Key Contract Terms***

The anticipated contract type is a firm fixed price. Unless stated otherwise in the statement of the work, the Contractor is responsible for delivering the final product as per the signed off functional specifications without any additional further alteration to the final contract signed between EGPAF and the Contractor.

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. 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.

#### ***i) Evaluation Criteria and Submission Requirements***

The Foundation will accept the proposal that presents the best value. Proposals will be evaluated in two parts. In Part A (80%), all responsive proposals shall be evaluated as shown in the table below. Only the top five bidders in Part A will be invited for a demonstration of a common Foundation's shared specific workflow, where part B (20%) of the evaluation criteria will be evaluated.

<b>Evaluation Criteria</b>	<b>Submission Requirements</b>	<b>Weight</b>
<b>Part A</b>		
1. Past performance of similar work	<ul style="list-style-type: none"><li>• Five (5) references are required including the samples of the works done. References should consist of projects of a similar scope, complexity. The reference contact information shall include the customer name, start/end dates of the project, customer e-mail address, street address, telephone number, a description of the services provided and timeframe of project. (20%)</li><li>• CV/Resume of proposed individuals to work on this project and 2 references per individual (10%)</li></ul>	30%

2. Contractor's proposed process and approach to meet our needs efficiently	A written detailed proposal explaining the process and methodology of to be used during the implementation of the project. <ul style="list-style-type: none"> <li>• Technical Approach – 10%</li> <li>• Methodology – 10%</li> <li>• Work Plan– 10%</li> </ul>	30%
3. Total fixed price	Total fixed cost inclusive of all related taxes for all activities (overall cost of the implementation of the project).	20%
<b>Part B</b>		
1. Technical Approach	Well-developed workflow per the specifications provided by the Foundation ( Workflow concept, explanations, interpretation of the concept and overall final product functionality)	20%
<b>Total</b>		<b>100%</b>

***j) Proposed Timeline***

**DATE:** 22/02/2019 – Release of RFP

**DATE: 25<sup>th</sup> February -28<sup>th</sup> February 2019**– Submission of Contractual and Technical Inquiries (All the inquiries will be answered on 4<sup>th</sup> March 2019 during the bidders conference): **Send all inquiries to:** - [nairobiprocurement@pedaids.org](mailto:nairobiprocurement@pedaids.org)

**STRICTLY** No phone calls please.

**DATE: 04/03/2019 –All eligible and potential bidders conference**

**Venue:** EGPAF Nairobi Office, Glaser 1 Boardroom

**Time:** 10.00am -1.00pm

**Directions:** Fidelity Insurance Centre, Mezzanine Floor|  
Waridi Lane, Off Mahiga Mairu Avenue,  
Waiyaki Way, Westlands

**Note:** Only bids received from the eligible and potential bidders who attended the

**bidders conference will be considered**

**DATE: 8/03/2019 – Submission of completed proposals**

The completed proposals must be delivered electronically in PDF format **on or before 2.00pm** on **8<sup>th</sup> March 2019** to: [nairobiprocurement@pedaids.org](mailto:nairobiprocurement@pedaids.org)

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

***k) MINIMUM REQUIREMENTS***

1. Company Certificate of incorporation / Registration Certificate / Copy of ID
2. VAT/ PIN Certificate

***l) Additional Information***

**All Proposals 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.

Upon placement of an order, the vendor will provide the services within a specified timeframe. Rates/prices provided in the submitted proposal will be captured in the contract and fixed for the duration of the contract.

**Key Solicitation Terms and Conditions**

The following terms and conditions apply to all Requests for Proposals (RFPs) and, unless otherwise stated in the final agreement executed by both parties, all contracts issued by the Foundation. Preference will be given to vendors who can meet Foundation terms.

1. Participation in this solicitation is open to all legal vendors. These terms refer to all



- nationals and to all legal entities, companies or partnerships constituted under, and governed by, the civil, commercial or public law and having their statutory office, central administration or principal place of business. A legal entity, company, or partnership having only its statutory office must be engaged in an activity which has an effective and continuous link with the economy.
2. These terms apply to all bidders and any contractors or members of a consortium. To be eligible for participation in the tender procedure, bidders must prove to the satisfaction of EGPAF that they comply with the necessary legal, commercial, technical and financial requirement and are able to carry out the resulting contract effectively.
  3. All applicants are required to be registered and comply with all the laws of doing business in the applicable country where services will be rendered. The Foundation may, at its discretion, require the presumed winner of the procurement to provide a copy of a valid registration certificate and/or tax compliance (i.e. VAT) prior to awarding of the final contract. Failure to provide this information at that time may automatically disqualify a Vendor from selection.
  4. All Proposals and/or communications should be identified by the unique 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.
  5. Any 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 RFP must be noted in the final submission. The Foundation reserves the right to consider any exceptions to be non-responsive.
  6. All quotes should be valid for a minimum of 90 days.
  7. The Foundation 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.
  8. No extra charges of any kind will be allowed unless specifically agreed to by the Foundation in writing.
  9. Unless otherwise specified in the final contract, full payment will be made by the Foundation to the Vendor within 30 days of receipt of invoice from the Vendor and either delivery of goods or completion of required deliverable. If applicable, within this 30-day period, the Foundation will inspect the commodities or services performed to verify the acceptable receipt of goods/services as promised by the submitted quote or notify the Vendor of any problems with the goods/services that were not caused by the Foundation's negligence or misuse. If the goods/services provided to the Foundation are deemed unacceptable or fail to meet any of the conditions or specifications described in the submitted quote, the Foundation will have the opportunity to cancel the order without penalty and receive full payment for any potential costs already incurred and paid to the Vendor.
  10. The goods/services will be provided at the selected Supplier's premises unless otherwise requested and authorized by the Foundation. Payment will be made via check or electronic transfer.
  11. Upon selection and execution of a final contract, Vendor will deliver the goods and/or services within a specified timeframe captured in the agreement.
  12. Should the agreed delivery date not be met in the case of fault of the Vendor, the Foundation shall be entitled to demand payment of late delivery penalties amounting to (1%) of the value of the resulting contract and up to a maximum amount of (5%) of the entire value of the resulting contract. The Foundation will also have the right to cancel an order without penalty and receive full payment for any potential costs already incurred and paid to the Vendor.
  13. All items or deliverables provided to the Foundation must be furnished for the use of the

- Foundation without royalties or any additional fees.
14. All items or materials will be owned exclusively by the Foundation.
  15. EGPAF reserves the right to terminate the final contract should the selected bidder be unable to fulfill its expected obligations.
  16. By submitting a bid, all vendors certify that the person(s) involved in the preparation and collation of quotes 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 tender.

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.

#### ***m) Ethical Behavior***

EGPAF shall use its best endeavors to ensure that funds provided under this tender does not provide direct or indirect support or resources to organizations and individuals associated with terrorism, promote or advocate the legalization or practice of prostitution or sex trafficking and assistance to drug traffickers. If, during the course of this tender, 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 tendering process.

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 of suspect unethical behavior by a Foundation employee, please contact our Fraud Investigations team at [fraud@pedaids.org](mailto:fraud@pedaids.org) or the Foundation's Ethics Hotline at [www.reportlineweb.com/PedAids/](http://www.reportlineweb.com/PedAids/) Any vendor/consultant who attempts to engage, or engages, in corrupt practices with the Foundation will have their disqualified and will not be solicited for future work.

#### **Canvassing will lead to automatic disqualification**

*EGPAF reserves the right to reject incomplete applications without giving reasons for rejection and does not bind itself to accept. This is not a request for proposal or solicitation for bids*