



Elizabeth Glaser  
Pediatric AIDS  
Foundation

*Until no  
child has  
AIDS.*

## **INVITATION FOR PRE-QUALIFICATION (IFPQ) #12/12/2019** **EGPAF Cameroon**

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

**FIRM DEADLINE: 24 JANUARY 2020 at 12:00 PM (noon) CAMEROONIAN 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 Cameroon (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.

The individual categories are as follows:

- 1) Office Stationery
- 2) General Office Supplies
- 3) Office Furniture (eg. Desks, chairs, filing cabinets etc.)
- 4) Medical Equipment, Supplies, Devices
- 5) Computer Equipment, Consumables and other IT-related accessories (eg. printers, laptops, cartridges, software).
- 6) Printing services
- 7) Motor Vehicles and Motor Cycles.
- 8) Vehicle Maintenance and Repairs
- 9) Vehicle parts (i.e. tyres, batteries etc.)
- 10) Accommodation and conferencing facilities
- 11) Catering services
- 12) Car Hire/Rental
- 13) Minor Office Renovation and Repair services
- 14) Electrical Maintenance
- 15) Supply of vehicle fuel, (eg: Petrol, diesel)
- 16) Courier, freight, customs clearance, forwarding, warehousing and removal services.
- 17) Fire equipment, eg. fire extinguishers, fire alarm, fire blankets, fire signage including routine maintenance).
- 18) Legal Services
- 19) Translation Consultancy Services.
- 20) Guard/Security Services

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 (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) Photos of office, inventory storage facility, etc.
- 6) Link to company website, if applicable
- 7) Copy of Registration and/or Incorporation certificate
- 8) Valid Tax Clearance certificate (i.e. VAT)
- 9) Traders License
- 10) Copy of authorization or certification to sell the goods in question (as applicable)
- 11) Copy of the most recent company financial statement, if applicable
- 12) List and Quantity of typical goods/services on hand
- 13) Required delivery and payment terms
- 14) Other documents, as applicable

The Pre-Qualification application documents appropriately bound, sealed, and boldly labeled must be deposited to the **EGPAF Douala** office at Bali, 1,149 Boulevard de la Republique, 4th and 5th Floor, Douala. Applications may also be submitted electronically via email by sending documents to [cameroonprocurement@pedaids.org](mailto:cameroonprocurement@pedaids.org). Please reference the unique IFPQ number listed at the top of this document in the subject line of your submission.

The closing date for the receipt of bids is **24 January 2020 at 12:00 PM (noon) L**. 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
12 December 2019	Release of IFPQ and posted to the EGPAF website at:
	Submission of all contractual and technical inquiries related to this RFP directed to: <a href="mailto:cameroonprocurement@pedaids.org">cameroonprocurement@pedaids.org</a> . 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.
24 January 2020	Deadline for submission.

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

**NB: FOR THOSE WHO HAVE ALREADY SUBMITTED THEIR APPLICATIONS/DOCUMENTS DURING THE LAST PRE-QUALIFICATION PROCESS (APRIL/MAY 2019), PLEASE DO NOT RESUBMIT YOUR DOCUMENTS.**

## **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](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 proposal disqualified and will not be solicited for future work.