



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

REQUEST FOR PROPOSALS # R007530

INVENTORY MANAGEMENT CONSULTANCY

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF) - MOZAMBIQUE

Rua dos Sinais Nr.50 | 74-Ponta Vermelha, Maputo, Mozambique

FIRM DEADLINE: No later than 4th of February

INTRODUCTION

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>.

EGPAF has been working in Mozambique for over 20 years by providing critical HIV prevention, care, and treatment services. The EGPAF Mozambique office is supported primarily by the United States Government, but also receives funding from other governmental and non-governmental donors. With an annual budget of over \$25 million, its current projects focus on 1) providing technical assistance, support, and programmatic capacity building to the Mozambican government on both national, provincial and district levels; and 2) increasing coverage of quality adult and pediatric testing, treatment, and retention services for HIV and TB.

OBJECTIVE OF THE ASSIGNMENT | SCOPE OF WORK | EXPECTED DELIVERABLES

To help achieve the objectives of its various projects, EGPAF Mozambique has procured a multitude of motor vehicles, information technology, prefabricated units, diagnostic medical devices and accessories, and other essential equipment and supplies in order to ensure success in the implementation of its programs. As a result of normal organizational change management, the EGPAF Mozambique office is in search of a professional consultancy firm to help perform a meticulous assessment, physical verification, and substantial update, organization, and completion of its current inventory tracking database in line with both donor, regulatory, and EGPAF internal policies and procedures. Once its inventory management system is sufficiently completed to the Foundation's satisfaction, the selected company will provide consultant (s) hopefully establish and normalize a standardized process in the office that promotes efficiency and effectiveness in the handling of its controlled assets moving forward in way that even if one consultant is absent another can take over without interruption of the works.

Specifically, as part of its commitment to ensure proper management and stewardship of equipment and supplies purchased by the Foundation, EGPAF Mozambique seeks to hire a company to provide and monitor consultants, to perform a thorough inventory audit, assessment, and verification of the current status of the controlled items the office is required to track.

Given the significance and critical nature of this work, it is anticipated that the scope will consist of an initial

scope (hereinafter referred to as “Phase 1”) that focuses primarily on its most valuable assets; however, it is anticipated that the Foundation may need to expand the eventual agreed-upon scope to include additional work, the exact needs cannot be determined at this time and are contingent on the availability of future funding. In recognition of this, a **Firm Fixed Price Contract with Options** will likely result from this solicitation.

All Services to be provided by Contractor shall be performed with promptness and diligence in a professional manner and at a level of proficiency to be expected of a Contractor with the background and experience that the Contractor has represented in its bid. EGPAF shall provide such access to its information, property, and personnel as may be reasonably required in order to permit the Contractor to perform the Services.

Upon successful completion of Phase 1 and satisfaction by the Foundation, the scope may include and extend to optional Phases (described below) that incorporate the audit of the Foundation’s remaining assets. As stated previously, please be reminded that any Phases subsequent to the initial Phase 1 are not guaranteed, and the Foundation will only exercise its option to engage the selected Company in these subsequent Phases if necessary. If an option Phase is exercised, it will be performed at a fixed option rate proposed by the selected vendor in response to this RFP (or as negotiated upon mutual written agreement by both Parties at the time of exercising the option) and captured in the terms of the initial Contract.

PHASE 1: Audit of Equipment

The Foundation defines *equipment* as a tangible item with an acquisition cost of over USD \$5,000 and a useful life of greater than 1 year. Since establishing its presence in Mozambique, EGPAF has accumulated up to 250 items of *equipment* that it is still required to track. In this initial Phase (anticipated to be completed between 30 – 60 days), the winning Consultant will:

- ✓ Meet with EGPAF Mozambique Senior Leadership and staff from Procurement, Administration, Finance & Accounting, IT, and select individuals from its headquarters (based in DC) to gain a better understanding of the organizational setup, EGPAF’s inventory policies and procedures, and the current state of inventory management in Mozambique.
- ✓ Obtain full access to all available and essential documents and resources required by the Consultant to complete the assignment.
- ✓ Locate, verify, and/or record all required fields in its Inventory Tracking Database for *equipment* items at the Foundation; if information is not readily available, individual will be required to locate the necessary information. If applicable for a particular piece of *equipment*, this includes:

Item Description / Manufacturer / Model #	Date of Last Physical Check
Manufacturer Serial #	Donor/Funder Name
Acquisition Date	FAIN # or Incoming Award Title
Acquisition Cost (in USD)	Title to Property
Quickbooks or Purchase Order #	Completion of Property Transfer Agreement
Vendor Name	Disposition/Transfer Date
Inventory #/Asset Tag	Title to Property
Physical Location	Fair Market Value at Disposition/Sales Price
Condition	Fair Market Value method used at Disposition

- ✓ Perform a physical (visual) verification of all *equipment* items, obtain photographic evidence of the items (using EGPAF staff as needed), and ensure items are branded appropriately (where applicable).
- ✓ Tag/Re-tag all items with a unique Asset Tag # by using a logical and sequential numbering system.
- ✓ Collect and record Property Transfer Memos for items that were removed from its designated location to a third party.
- ✓ Identify and provide a report on the current market value of all equipment/supplies in the warehouse in line with locally accepted practices.
- ✓ Review EGPAF Mozambique's documented internal procedures and assess that adequate documentation is filed to ensure compliance. This includes, but is not limited to, supporting invoices, *Goods Received Notes* (GRNs), proof of delivery, proof of labelling, commodity requests to warehouse, *Property Transfer Memos*, etc. The selected consultant will develop a detailed report if any missing documentation is absent.
- ✓ Provide consultation on appropriate disposal options for obsolete or unusable items that adhere to both U.S. Government regulations and Mozambique national law.
- ✓ Evaluate and develop report (including recommendations) on the roles and responsibilities of the current Inventory Management process, with attention paid to Equipment Release approvals.
- ✓ As needed, consult and/or develop new guidelines/procedures in Inventory Management. In line with the Foundation's policies, these new guidelines/procedures will include clearly defined roles and responsibilities as well as internal controls to safeguard Foundation assets against waste, loss, unauthorized use, and misappropriation.

PHASE 2: Audit of Non-Equipment Controlled Items

Aside from *equipment*, the Foundation also required proper stewardship of certain non-equipment controlled items. The Foundation defines Controlled Items as either: 1) any tangible commodity greater than USD \$1,000; or 2) ALL computing devices, regardless of price (including, but not limited to, mobile phone, laptops, desktops, tablets, etc.).

The Phase 2 scope will mirror the Phase 1 scope with a few minor differences:

- ✓ The Phase 2 audit will consist exclusively of Controlled Items in its possession and certain items procured under active projects but donated to other sites.
- ✓ There are substantially less inventory fields required in its *Inventory Tracking Database* for Controlled Items with an acquisition cost under USD \$5,000.
- ✓ The Consultant/s (provided by the Company) will remove all Uncontrolled Items from its *Inventory Tracking Database*.

PHASE 3: Improvement to Management of Uncontrolled Items

If needed, the Foundation will support the Foundation in developing and/or supporting new processes to manage oversight on the procurement and handling of Uncontrolled Items that are completely independent from the office's *Inventory Management Database*.

LOGISTICS

The duration of each Phase of the assignment shall be completed, at a minimum, within ~thirty (30) days upon commencement. The Phase 1 assignment is expected to begin in early February 2021 and should be completed within approximately 30 days. Any companies that are unavailable during that period will be disqualified from selection.

The assignment will be conducted at the EGPAF Mozambique country offices and other sites where the inventory may be located. The venue for the consultations will be agreed upon on a case-by-case basis

between the Company and the EGPAF Management. During negotiations with the selected Company, the Foundation will keep in mind the current restrictions in Mozambique that have been impacted by the COVID-19 pandemic.

PREFERRED QUALIFICATIONS

The consultant(s) (provided by the Company) are expected to prepare and implement a strategy that covers all required objectives and deliverable required of this scope . They will report informally to the Foundation's Associate Director of Operations (and other designated staff) on a regular basis with updates on the proposed work.

Any supplies needed for the work will be the responsibility of the Company, unless prior written approval is provided by the Foundation to procure or provide such items. Depending on the needs of the Company to complete the assignment, the Foundation shall also negotiate with the winning bidder regarding any potential transportation, meals, and/or lodging.

The consultant (or consultancy firm) is expected to satisfy most of the following qualifications/requirements:

- ✓ Established auditing skills; Certified Public Accountants or Certified Internal Auditors preferred (as well as Certified Information Systems Auditor/CISA, if available).
- ✓ Ability to manage, design, oversee, or assess an enterprise's information security; Certified Information Security Managers (CISM) preferred.
- ✓ Expertise and certification in assessing the value of various equipment and supplies.
- ✓ Understanding of local laws and best practices related to the disposition of equipment.
- ✓ Knowledge of Inventory Management regulations and criteria under U.S. Government funding.
- ✓ Strong attention to detail.
- ✓ Strong organizational and time-management skills.
- ✓ Ability to provide professional reports in a timely manner.
- ✓ Engagement in similar assignments for international NGOs or organizations with a staff size of 100 or more employees in funding-based project settings.
- ✓ Familiarity of the demands of government funding (preferably U.S. Government) and its impact on non-profit organizations.
- ✓ Experience working with international NGOs and/or diverse groups, particularly those with a social mission.

EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS

The Foundation will accept bids from the qualified vendor(s) that offer the **BEST VALUE** to the Foundation (i.e. the vendor that provides the most economically advantageous goods and/or services to the Foundation and meets the minimum required specifications stated in this solicitation).

All proposals will be evaluated against the below Evaluation Criteria. Each proposal should contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order they appear below in order to assist the Foundation is conducting a comprehensive and transparent evaluation selection.

CRITERIA	SUBMISSION REQUIREMENTS	WEIGHT
1) Price	<ul style="list-style-type: none"> ✓ Both the hourly rate and the corresponding number of hours needed to complete the assignment (<i>Please DO NOT PROVIDE daily rates when responding to this solicitation</i>). ✓ Proposed Option Rates if the Foundation chooses to exercise its option to engage Company in subsequent phases. <i>For guidance on proposed quotes for Option Quantities and Periods, please refer to the “Additional Information” section of this RFP (below).</i> <p>PLEASE NOTE THE FOLLOWING:</p> <ul style="list-style-type: none"> ✓ No other costs (such as per diem, lodging, materials to perform the work, travel, etc.) should be included in the rate. If a team of individuals will be needed to perform this task, please provide the required information for each individual. ✓ Contractor’s financial proposal should include all associated fees (such as duties, customs, or shipping fees) and taxes (including VAT, if applicable), but priced as a separate line item in the submitted quote. It will be assumed that all quotes will be inclusive of all applicable fees, duties, or taxes if the bidder fails to separate out these costs. 	20%
2) Company’s technical and management approach, design, and timeline to implementation of task(s)	<ul style="list-style-type: none"> ✓ One (1) page summary of the proposed process. ✓ Detailed narrative description of methodology, and the possible services and exercises provided. ✓ Estimated timeframe, in hours, including any dates that consultant will be unavailable to work on the assignment. ✓ Dates of availability. 	40%
3) Organization’s Capacity, Qualifications, and Prior Experience	<ul style="list-style-type: none"> ✓ Most recently completed annual financial or income statement of the proposed Consultant (or other similar evidence) confirming the company’s capital and ability to support the assignment. ✓ Description of at least two (2) examples of prior similar assignments. ✓ Contact information for a minimum of three (3) professional references from former customers: <ul style="list-style-type: none"> ○ References should have obtained services from Company that reflect a similar assignment (either in value, scope, or both) to the services requested in this RFP. ○ Please include the name and contact information. References may be contacted to verify Company’s qualifications. ○ Although not required, bidders are encouraged to provide a copy of the Purchase Order or Contract associated with each reference (confidential information may be redacted if necessary). ✓ Proof that Supplier is authorized (e.g. by law, applicable regulations, manufacturer authorizations, etc.) to provide requested services, if applicable. 	20%
4) Qualifications of proposed individual(s)	<ul style="list-style-type: none"> ✓ CV/Resume of all proposed individual(s) expected to work on this project. 	20%

Completed submission packages must be delivered to the Foundation electronically via email to procurementmz@pedaids.org or to the Foundation’s main office address listed in this solicitation and addressed to EGPAF Internal Procurement Committee.

The deadline for submission is stated at the beginning of this RFP. Any late submissions may be disqualified from selection; furthermore, failure to provide any of the above Submission Requirements may be considered non-responsive and disqualify the applicant from final selection.

At its discretion, the Foundation may conduct further activities with interested bidders after they have submitted a proposal and the submission deadline has passed) in order to perform a more comprehensive assessment of the bids. This may include, but is not limited to, shortlisting applicants, requesting additional information from bidders, contacting references, performing site visits, inviting potential bidders to present its proposed solution to the Foundation’s selection committee, etc.

PROPOSED TIMELINE

DATE	ACTIVITY
26.01.2021	Release of RFP and posted to http://www.pedaids.org/pages/contracting-opportunities .
29.01.2021	Submission of all contractual and technical inquiries related to this RFP directed to procurementmz@pedaids.org . All subject lines of emails should reference the unique RFP Identification # located at the top of this document. No phone calls please.
30.01.2021	Response to all inquiries posted on http://www.pedaids.org/pages/contracting-opportunities . Depending on the content of the questions submitted, the Foundation may opt to host a public forum for all interested vendors to attend and discuss the scope and/or solicitation requirements in more detail.
04.02.2021	Deadline for Proposal submission.
09.02.2021	Review of Proposals and potential interviews or presentations with short-listed applicants (if necessary).
17.02.2021	Final decision announced and Offerors notified.
19.02.2021	Contract executed and services begin.

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

ADDITIONAL INFORMATION

As part of the application of Decree 66/2017 of 23 November, EGPAF uses this correspondence to inform Your Excellency that from 1 October 2020, all proposals and / or invoices from You for the project Supporting the sustainable implementation of HIV and TB Services for Epidemic Control in Mozambique under PEPFAR, they must strictly comply with the following criteria:

- The invoice and quotation must clearly separate the cost of goods and services from the cost of VAT;
- The invoice and quotation must not mention the phrase “VAT included”;
- The invoice and quotation must be issued in national currency and in Portuguese;
- Only on the first submission of the invoice, it must be accompanied by:

- i) Permit or Certificate of activity;
- ii) INSS discharge;
- iii) Discharge from the Ministry of Economy and Finance

After approval of the VAT certificate of the invoice by the General Tax Directorate, EGPAF will deliver it to you, for the purpose of submitting the VAT declaration in the following period, according to the tax regime to which you apply/ subject yourself.

It is anticipated that there will be a requirement for an initial contract to deliver the solution to the initial 747 sites, with the possibility of additional sites or related services needed after the initial contract assignment has been completed. As indicated above, a **Firm Fixed Price Contract with Options** is anticipated from this solicitation (but is subject to change depending on the selected Contractor and proposed strategy). After the initial contract assignment is satisfactorily implemented, the Foundation may, at its discretion, exercise its option in order for the Contractor to provide its solution at additional sites at a fixed option rate proposed by the selected vendor in response to this RFP and captured in the terms of the initial Contract.

Each option exercised will, unless determined otherwise after the proposals are reviewed, will continue at the rates proposed in the Consultant's proposal (unless prior written agreement by both Parties is agreed upon by both Parties at the time of execution). If you are able and should additional funding become available and the Foundation wishes to exercise its option to extend this contract to include additional Phases, please include with your financial proposal either:

- 1) The fixed Contractor rates that will be applied to perform services in the subsequent option(s); or
- 2) The maximum percentage with which those rates will increase (for example, the rates in the attached quote will increase no more than 1.5% in the next phase should the option be exercised).

If not otherwise specified in the quote, bidder agrees to the firm fixed rates for each option requested in this solicitation.

The option rates will be included in the initial contract(s) agreed upon by both parties. If a bidder is unable to provide a priced option at this time or should any of the services offered by the vendor become unavailable, or unavailable at the unit rate originally proposed, the contractor will inform EGPAF of those issues prior to the exercise of the next option. Pricing shall otherwise remain fixed at the originally agreed-upon rates.

KEY CONTRACT TERMS

The following Terms apply to all Requests for Proposals (RFP), 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. Any exceptions to the requirements or terms of the solicitation must be noted in the submission.

- 1) **PENALTIES FOR LATE DELIVERY.** Given the significance of this procurement, the Foundation may be enforcing strict penalties for any Supplier that is unable to deliver the required services as agreed upon by both Parties upon issuance of the final Contract. Should the agreed-upon delivery date(s) not be met in the case of fault of the Vendor or any of its third party partners, 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 (15%) of the entire value of the resulting contract. Penalties will start if delivery has not been completed after five (5) business days of the required Delivery Date and will incrementally increase each day thereafter. If 14 calendar days have passed and delivery still has not

been completed, the Foundation will have the right to cancel an order without penalty and receive full repayment for any potential costs already incurred and paid to the Vendor (unless written agreement from the Foundation is authorized for an extended Delivery Due Date). If the selected Supplier only completes partial delivery of the full order promised for a specific Delivery Due Date, penalties will only be enforced on the portion not delivered.

- 2) Participation in this solicitation is open to all legal contractors. 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.
- 3) 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.
- 4) EGPAF shall use its best endeavours to ensure that funds provided under this tender 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 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.
- 5) 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.
- 6) All quotations, proposals, 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.
- 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 RFQ or RFP must be noted in the final submission. The Foundation reserves the right to consider any exceptions to be non-responsive.
- 8) Late submissions may not be considered.
- 9) All proposals and/or quotes should be valid for a minimum of 90 days.
- 10) The RFP is not an offer to enter into agreement with any party, but rather a request to receive quotations/proposals from person(s) interested in providing the goods/services outlined in the released solicitation document. Such submissions shall be considered and treated by the Foundation as offers to enter into an agreement.
- 11) The Foundation reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

- 12) 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.
- 13) Transport/distribution costs of any goods/services to the required site(s) must be included in the quotation. If not included in the quote, the quoted prices submitted will be assumed to be inclusive of such costs.
- 14) No extra charges of any kind will be allowed unless specifically agreed to by the Foundation in writing.
- 15) 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.
- 16) 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.
- 17) Upon selection and execution of a final contract, Vendor will deliver the goods and/or services within a specified timeframe captured in the agreement.
- 18) 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 a contract without penalty and receive full payment for any potential costs already incurred and paid to the Vendor.
- 19) All items or deliverables provided to the Foundation must be furnished for the use of the Foundation without royalties or any additional fees.
- 20) All items or materials will be owned exclusively by the Foundation.
- 21) EGPAF reserves the right to terminate the final contract should the selected bidder be unable to fulfill its expected obligations.
- 22) By submitting a bid, all vendors certify that the person(s) involved in the preparation and collation of the proposal and/or 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.
- 23) 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.
- 24) 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/Contractors 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 or the Foundation's Ethics Hotline at www.reportlineweb.com/PedAids. Any vendor or Contractor 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.