



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

REQUEST FOR PROPOSALS #S012168

Printing of Flip Charts

in support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

Maputo

(Rua dos Sinais nr 50/74, Ponta Vermelha, Maputo, Maputo)

Firm Deadline: Friday, June 25, 2021

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>.

SCOPE OF WORK AND CONTRACTOR DELIVERABLES

#	Item description	UOM	Qty	Optional Quantity
1	Pediatric Flipchart Printing: A4 Size, Full Color, Duplex, Front & Back Cover 150gr Laminated Front Back Gloss 120gr Laminated, 38pages, Double Ring Spiral Finish on Top. (Please refer to the attached Layout of the Flip Chart	Cada	30 000	50 000

2	Distribution Costs to (Niassa-Qty3225;Cabo Delgado Qty2363; Nampula Qty3919; Zambezia 4675 Tete 2588; Manica 2156; Sofala 2971, Inhambane 2569,Gaza 2755; Maputo Province 2000; Maputo City 769 Hcm 10)	Km	1	2
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The Foundation may purchase more quantities than the unit(s) specified above in the next months. It is assumed that the prices quoted shall remain fixed during the initial contract period but should there be a price change, then the maximum percentage rate with which those prices will increase will need to be stated (for example, the prices in the attached quote will increase no more than 1.5% for the next order(s) should the Foundation wish to exercise this option).

This will be included in the final Purchase Order. If unable to provide a priced option at this time or should any of the goods/services offered by the vendor become unavailable, or unavailable at the unit rate originally proposed, the contractor will inform EGPAF of any changes in prices prior to the exercise of an option. Pricing shall otherwise remain fixed at the originally agreed-upon price and mutually agreed upon by both parties via an amendment to the original Purchase Order.

Upon placement of an order, the vendor will deliver the goods/service within a specified timeframe. Failure to deliver within agreed time frame will result in cancellation of the contract. Each Order placed by the Foundation shall state the items to be purchased, the location to which the items should be delivered, specify the timeframe within which the Order should be completed, and a fixed-price for the items to be purchased (including delivery costs). Each individual Order will become a legally binding contract when it has been formally signed by the Foundation and received by the Vendor.

KEY CONTRACT TERMS:

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

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 Cost	Total Cost with VAT included and distribution costs to: <i>(Niassa-Qty3225;Cabo Delgado Qty2363; Nampula Qty3919; Zambézia 4675 Tete 2588; Manica 2156; Sofala 2971, Inhambane 2569,Gaza 2755; Maputo Province 2000; Maputo City 769 Hcm 10) Warehouse</i>	70.00 %
Delivery timelines	Stock Availability and turnaround time	30.00 %
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.

PROPOSED TIMELINE:

DATE

ACTIVITY

Release of RFP

No phone calls please.

6/25/2021

Completed proposals must be delivered electronically by the deadline mentioned on page one to:
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.
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.