



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

**REQUEST FOR QUOTATION (RFQ) # S016996 FOR THE SUPPLY OF VEHICLE TYRES, TUBES &  
BATTERIES**

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

**Lilongwe Office**

**Forth & Fifth Floor, Gemini Building, City Centre, Lilongwe, Malawi**

**FIRM DEADLINE: 27 October 2021 16hrs**

**INTRODUCTION**

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>.

**OBJECTIVE OF THE ASSIGNMENT/SCOPE OF WORK**

It is anticipated that there will be an on-going need for **Vehicle tyres, tubes and batteries till December, 2022** as listed in the table below. In recognition of this, **Basic Ordering Contract** will be issued with Option Periods resulting from this solicitation. When a need arises for tyres, tubes and batteries, EGPAF will then place regular Purchase Orders for the products for the initial period indicated in the table. I. After the initial period of the Contract expires, EGPAF may exercise its option to extend the contract for an additional **2** option periods subject to availability of funding and vendor performance. The anticipated duration of each option period is 1 - year.

Table 1: List of Requested Goods

#	DETAILED SPECIFICATIONS	UNIT	INITIAL TERM	DURATION OF OPTION PERIODS	ESTIMATED # OF OPTION PERIODS	ADDITIONAL INFORMATION
(1)	1 x 245/70R17	each	Up to December 2022	1 Year	2	Preferred type will be the ones that gives the highest



						mileage/longest duration.
(2)	1 x 265/65R17	each	Up to December 2022	1 Year	2	Preferred type will be the ones that gives the highest mileage/longest duration.
(3)	1 x 265/70R17	each	Up to December 2022	1 Year	2	Preferred type will be the ones that gives the highest mileage/longest duration.
(4)	1 x 235/85R16	each	Up to December 2022	1 Year	2	Preferred type will be the ones that gives the highest mileage/longest duration.
(5)	1 x 245/70R16	each	Up to December 2022	1 Year	2	Preferred type will be the ones that gives the highest mileage/longest duration.
(6)	1 x 255/70R16	each	Up to December 2022	1 Year	2	Preferred type will be the ones that gives the highest mileage/longest duration.
(7)	1 x 255/70R15	each	Up to December 2022	1 Year	2	Preferred type will be the ones that gives the highest



						mileage/longest duration.
(8)	1 x 7.50 R16 Tubes	each	Up to December 2022	1 Year	2	Preferred type will be the ones that gives the highest mileage/longest duration.
(9)	1 x R16 Gutters	each	Up to December 2022	1 Year	2	Preferred type will be the ones that gives the highest mileage/longest duration.
(10)	1 x N70 Battery	each	Up to December 2022	1 Year	2	Preferred type will be the ones that last longer
(11)	1 x N90 Battery	each	Up to December 2022	1 Year	2	Preferred type will be the ones that last longer.

**Please indicate the price per tyre, tube and battery including offered brand. Fixed rates shall be agreed for the period in question and prices to include fitting, balancing and alignment.**

EGPAF now invites eligible vendors to submit competitive quotes for the applicable items listed above. If applicable, each item must meet the minimum required specifications listed in Table 1 above. Failure to provide a quote for any of the items or meet the minimum required specifications as listed in Table 1 may lead to disqualification of a bidder from selection.

#### **EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS**

EGPAF will accept the quotation from the qualified suppliers that is the **LOWEST PRICE TECHNICALLY ACCEPTABLE** (i.e. the supplier provides the lowest cost for all the selected goods/services that meet all the minimum required specifications listed in Table 2).



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

Completed submission packages must be sent electronically to: [procurementmw@pedaids.org](mailto:procurementmw@pedaids.org). Bids will be accessed by the Internal Procurement Committee upon expiration of the stated submission deadline.

**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. **Please pay particular attention to terms and conditions number 14-15.**

1. All submissions and/or communications should be identified by the unique RFQ 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 fulfil 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.



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

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 of suspect unethical behavior by an EGPAF employee, please contact our Fraud Investigations team at [fraud@pedaids.org](mailto:fraud@pedaids.org) or EGPAF's Ethics Hotline at [www.reportlineweb.com/PedAids](http://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. Unless otherwise specified in the final contract, full payment will be made by EGPAF 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 days period, EGPAF 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



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

the goods/services that were not caused by EGPAF's negligence or misuse. If the goods/services provided to EGPAF are deemed unacceptable or fail to meet any of the conditions or specifications described in the submitted quote, EGPAF 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.

13. All quotes should be valid for a minimum of 90 days.
14. During the contract period, the agreed rates shall remain fixed.
15. Tyre and battery performance will form basis upon which specification's conformance will be checked