



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

REQUEST FOR PROPOSALS (RFP), ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)  
Lilongwe Office Fourth and Fifth Floor Offices, Gemini House City Centre, Lilongwe, Malawi  
**Supply and Delivery of IT Equipment , Accessories and Consumables**

**FIRM DEADLINE: Monday, 22 November, 2021 @ 14hrs**

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**

It is anticipated that there will be an on-going need for **IT Equipment, Accessories and Consumables up to 30 September, 2022** as listed in the table below. In recognition of this, **Basic Ordering Contracts** will be issued with Option Periods resulting from this solicitation. When a need arises for IT Equipment, accessories and consumables, EGPAF will then place regular Purchase Orders for the products for the initial period indicated in the table. After the initial expiry of the Basic Ordering Contract period, 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.

**For all the items shown in the table below, please refer to Attachment A for detailed specifications.**

#	Item & Detailed List	Unit	Initial Term	Duration of Options Period	Estimated # of Option Periods
1	High-end Laptop Computer	each	Up to 30 Sept-22	1 Year	Two
2	Business Laptop Computer Type 1	each	Up to 30 Sept-22	1 Year	Two
3	Business Laptop Computer Type 2	each	Up to 30 Sept-22	1 Year	Two
4	Business Desktop Computer	each	Up to 30 Sept-22	1 Year	Two
5	Wireless Keyboard and Mouse set	set	Up to 30 Sept-22	1 Year	Two
6	Docking station	each	Up to 30 Sept-22	1 Year	Two
7	USB-C Hub	each	Up to 30 Sept-22	1 Year	Two

8	Computer Monitor	each	Up to 30 Sept-22	1 Year	Two
9	Power Adapters	each	Up to 30 Sept-22	1 Year	Two
10	Solid State Drive	each	Up to 30 Sept-22	1 Year	Two
11	Projectors	each	Up to 30 Sept-22	1 Year	Two
12	Flash Disk Drive	each	Up to 30 Sept-22	1 Year	Two
13	Headsets	each	Up to 30 Sept-22	1 Year	Two
14	Tablet Case / Poaches	each	Up to 30 Sept-22	1 Year	Two
15	Tablets	each	Up to 30 Sept-22	1 Year	Two
16	HDMI Cables	each	Up to 30 Sept-22	1 Year	Two
17	Servers	each	Up to 30 Sept-22	1 Year	Two
18	Hard Drives	each	Up to 30 Sept-22	1 Year	Two
19	Electric Fans	each	Up to 30 Sept-22	1 Year	Two
20	RAM	each	Up to 30 Sept-22	1 Year	Two
21	Laptop LCD	each	Up to 30 Sept - 22	1 Year	Two

#### **KEY CONTRACT TERMS:**

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

2)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 Basic Ordering Contract.

Upon placement of an order, the vendor will deliver the good/service within a specified timeframe. 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.

#### **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.

<b>Evaluation Criteria</b>	<b>Submission Requirements</b>	<b>Weight</b>
Total Cost	Please indicate the unit cost of the items and as well as the total cost of all the items.	60.00 %
Past Performance	Provide 3 contactable references where similar products were supplied	40.00 %
Total		100.00%

All applicants are required to be registered and authorized to perform the scope of work in the place of performance. Please submit the following Submission Requirements:

- A copy of valid registration certificate
- A Valid Quote and/or Price Schedule, including estimated time to delivery for each item and rates for options as applicable.

Prices for the requested goods/services should include all associated Transport/Distribution Fees, Discounts, or Extra Fees, 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 if the bidder fails to separate out these costs. Prices quoted by the Bidder shall be firm and fixed during the Bidder's performance of the final Contract and not subject to variation on any account.

Completed submission packages must be delivered to the Foundation's main office address listed in this solicitation or electronically to: **procurementmw@pedaids.org**. Bids will be opened at the Foundation's main office upon expiration of the stated submission deadline.

The deadline for submission is: **Monday, 22 November, 2021 @ 14hrs**. Any late submissions may be disqualified from selection.

## **KEY SOLICITATION TERMS AND CONDITIONS**

In accordance with **Section 889 of the National Defense Authorization Act for Fiscal Year 2019**, supplier understands and agrees that if awarded a contract as result of this solicitation, it will not procure or use any equipment, system, or service that uses “covered telecommunications equipment or services” as a substantial or essential component of any system, or as critical technology as part of any system under the resulting contract. “Covered telecommunications equipment or services” includes telecommunications or video surveillance equipment or services (including, but not limited to, cell phones, security cameras, network switches, and routers) manufactured by or with components from these Chinese companies or their subsidiaries or affiliates: (1) Huawei Technologies Company; (2) ZTE Corporation; (3) Hytera Communications Corporation; (4) Hangzhou Hikvision Digital Technology Company; or (5) Dahua Technology Company. In the event the supplier identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, for performance of this agreement for EGPAF, the supplier will notify EGPAF immediately and will be guided to provide the information required by FAR 52.204-25. The supplier agrees to insert the substance of this clause in all of its subcontracts or purchase orders funded by EGPAF.

**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](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.