



**REQUEST FOR QUOTATION FOR
Supply and Delivery of Medical Supplies**

in support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)
Lilongwe
(Gemini House, City Centre, P.O BOX 2543, Lilongwe, Malawi.)

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>.

SPECIFICATIONS

It is anticipated that there will be an on-going need for Medical Supplies up to 30 September, 2022 as listed in the table below. In recognition of this, a **Basic Ordering Contract** will be issued with Option Periods will result from this solicitation. When a need arises for medical equipment/accessories, EGPAF will then place regular Purchase Orders for the products for the initial period indicated in the table. After the initial period of the Basic Ordering 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: Product Specifications

| # | ITEM and DETAILED SPECIFICATIONS | UNIT | QTY | INITIAL TERM | DURATION OF OPTION PERIODS | ESTIMATED # OF OPTION PERIODS |
|-----|--|----------|-----|-----------------|----------------------------|-------------------------------|
| (1) | Latex Examination gloves (Large) powdered | Pack/100 | 1 | Up to Sept 2022 | 1 year | 2 |
| (2) | Latex Examination gloves (medium) powdered | Pack/100 | 1 | p to Sept 2022 | 1 year | 2 |
| (3) | Sanitary Pads | Pack/10 | 1 | Up to Sept 2022 | 1 year | 2 |
| (4) | Disposable plastic aprons | Pack/100 | 1 | Up to Sept 2022 | 1 year | 2 |
| (5) | Plain Gauze Rolls -90cm x100cm | 500g | 1 | Up to Sept 2022 | 1 year | 2 |
| (6) | Cotton Wool | 500g | 1 | Up to Sept 2022 | 1 year | 2 |

| | | | | | | |
|------|---|-------------|---|--------------------|--------|---|
| (7) | Cidex solutions | 5 Litres | 1 | Up to 29 Sept 2022 | 1 year | 2 |
| (8) | Latex Examination Gloves (Medium) Powder free | Pack/100 | 1 | Up to 29 Sept 2022 | 1 year | 2 |
| (9) | N95 Mask | Pack/500pcs | 1 | Up to Sept 2022 | 1 year | 2 |
| (10) | Hand sanitizer-alcohol based 70% | 100ml | 1 | Up to Sept 2022 | 1 year | 2 |
| (11) | Hand sanitizer -alcohol 70% | 400ml | 1 | Up to Sept 2022 | 1 year | 2 |
| (12) | Chlorine -concentration 3.5% | 5ltres | 1 | Up to Sept 2022 | 1 year | 2 |
| (13) | Surgical face mask (medical) -3ply | 3ply | 1 | Up to Sept 2022 | 1 year | 2 |

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 Purchase Order.

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:

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 the selected goods/services that meet all the minimum required specifications listed in Table 1).

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. 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.reportineweb.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.