



Elizabeth Glaser
Pediatric AIDS
Foundation

*Until no
child has
AIDS.*

INVITATION FOR PRE-QUALIFICATION (IFPQ) #01/01/2022 EGPAF NIGERIA

PRE-QUALIFICATION OF VENDORS FOR THE SUPPLY OF GOODS AND SERVICES

FIRM DEADLINE: 21st February 2022 at 12:00 PM (noon) Nigeria time

TERMS OF REFERENCE

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>.

As a result of this public announcement, EGPAF Nigeria (hereinafter referred as the “Foundation”) intends to pre-qualify vendors for the supply of common goods, services and works that are routinely procured by the Foundation throughout the year. Inclusion on this list allows vendors the opportunity to be directly solicited to do business with the Foundation when a need arises without additional advertisements, as the Foundation will procure goods and/or services over the next year(s) from those suppliers that are determined pre-qualified in response to this IFPQ. Vendors who are not determined pre-qualified may be added to the list ad hoc on a limited basis throughout the year as appropriate.

The individual categories are as follows:

Category #	Category Title
1	Supply of printed stationery
2	Supply of general stationery
3	Supply of vehicles
4	Supply of motorcycles
5	Supply of cutlery, kitchen utensils, equipment and household appliances
6	Supply of office condiments (e.g. Sugar, milk, coffee etc)
7	Supply of vehicle parts (eg: batteries, bulbs)
8	Supply of tyres and tubes
9	Supply of office furniture (eg: desks, chairs, filing, cabinets.)
10	Supply of vehicle fuel (eg: petrol, diesel)
11	Supply of corporate promotional wear eg: t-shirts, leaflets, flyers
12	Supply and provision of hygienic, cleaning, materials, detergents and fumigation services.
13	Supply of construction or building materials
14	Supply of IT equipment, accessories and consumables (eg: printers, laptops, cartridges).
15	Supply of computer software and licenses(adobe professional, pdf editor, archi-cad, AutoCAD)
16	Supply and maintenance of telecommunication equipment (Routers, Cisco PABX etc.)

17	Supply and maintenance of alternative energy and power back up i.e. solar PV power plans
18	Supply and maintenance of air conditioning system
19	Supply and maintainance of generators
20	Supply and maintenance of intruder alarm and CCTV system
21	Supply of laboratory reagents, kits, chemicals and consumables
22	Supply of pharmaceuticals (eg: drugs, medicines, surgical consumables)
23	Supply of hardware and electricals
24	Supply of fire equipment (eg: fire extinguishers, fire alarm, fire blankets, fire signage including routine maintenance)
25	Supply of purified water (eg: bottled)
26	Supply and maintainance of office curtains, carpets, shears, blinders etc
27	Supply of asset tagging, bar code and provision of tagging services
28	Supply of staff uniforms
29	Supply and delivery of relief non-food items, LLIN mosquito nets and solar kits
30	Provision of printing of books, manual and photocopy services
31	Provision of food catering and meal services
32	Provision of courier and warehousing and removal services
33	Provision of customs clearing and forwarding services
34	Provision of hotel accommodation and conference facilities
35	Provision of HR consultancy, recruitment and team building services
36	Provision of data collection and enumerator services
37	Provision of research, survey and media monitoring services
38	Provision of civil and structural design services
39	Provision of general insurance cover (eg: employees, vehicles, premises, assets)
40	Provision of medical insurance for employees (helping insurance service providers)
41	Provision of life insurance services
42	Provision of network infrastructure services and supplies, data communication services, computer networks and structured cabling
43	Provision of internet services
45	Provision of legal services
46	Provision of tax advisory services
47	Provision of translation consultancy (UK, PT, FR)
48	Provision of security services
49	Provision of cleaning and sanitary services
50	Provision of car hire services e.g vans, mini buses, SUVs
51	Provision of qualified transport and relocation services
52	Provision of travel agency services
53	Provision of media services (eg: advertisements, radio program, marketing, events, photos, video programs, roadshows)
54	Provision of occupational safety health audit, advisory and training services
55	Provision of vehicle services, common maintenance and repairs (eg: maintenance services, panel beating)
56	Provision of vehicle tracking system
57	Provision of electrical installations and services, repairs and maintenance
58	Provision of motorcycle services, common maintenance and repairs (eg: maintenance services, panel beating)
59	Provision of PR agency, communication and event management services

60	Provision of facility management services
61	Provision of minor construction, repairs, maintenance and refurbishments

To be considered for pre-qualification, the following documents must be submitted:

- 1) Full legal company name.
- 2) List of Board of Directors, Executive Management, and/or other key essential personnel within the organization.
- 3) Minimum of three professional references (including telephone, email, and other contact information), preferably from previous customers from large organizations with large purchases in the respective category. Further, attach evidence of supply/provision of service to at least three (3) corporate clients in the last two years in the form of Purchase Order/Contracts.
- 4) Full company address, telephone, email, and fax numbers.
- 5) Photos of office, inventory storage facility, etc. Attach evidence of existence of premises e.g. copy of title deed, lease/tenancy agreements or utility bills for the last 3 months.
- 6) Link to company website, if applicable
- 7) Copy of Registration and/or Incorporation certificate
- 8) Valid Tax Clearance certificate (i.e. VAT)
- 9) Traders License
- 10) Copy of authorization or certification to sell the goods in question (as applicable) for example, pharmaceuticals etc
- 11) Copy of the most recent company financial statement/bank certified statement.
- 12) Include a catalogue of items you provide and photographic evidence of the stocks you hold.
- 13) Standard supply lead time (delivery period) and payment terms
- 14) Other documents, as applicable

The Pre-Qualification application documents appropriately bound, sealed, and boldly labeled must be deposited to the **EGPAF NIGERIA** main office at **3rd Floor, Ulo Building, No. 34 Sokode Crescent, Wuse Zone 5, FCT, Abuja. Alternatively**, applications may also be submitted electronically via email by sending documents to: pakangbe@pedaids.org. Please reference the category number number(s) of the category(ies) applied for on the envelope or in the subject line for electronic submission.

The closing date for the receipt of bids is **21st February 2022 at 12:00 PM (noon) Nigeria time**. Any required documents received after the date and time stipulated above will not be accepted.

If applicable, the Foundation reserves the right to visit your facilities as part of the pre-qualification process to verify factors such as (but not limited to) existence of organization, availability of goods on hand, and operational framework.

All existing suppliers are required to participate alongside prospective suppliers in order to be evaluated and considered.

PROPOSED TIMELINE

Date	Activity
18 January 2022	Release of IFPQ and posted to the EGPAF website at http://www.pedaids.org/pages/contracting-opportunities .

Date	Activity
31 January 2022	Submission of all contractual and technical inquiries related to this RFP directed to: pakangbe@pedaids.org . All subject lines of emails must reference the unique IFPQ Reference Number located at the top of this document. Please clearly indicate in the subject line if the inquiry is specific to a given Category. No phone calls please.
5 th February 2022	Response to all inquiries released and posted on the EGPAF website at http://www.pedaids.org/pages/contracting-opportunities .
21 February 2022	Deadline for submission.
From the 24 th February 2022	Review of Proposals

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

EQUAL OPPORTUNITY NOTICE

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.

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/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 Foundation employees, or other unethical practices. If you experience of 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/consultant 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.