



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

**REQUEST FOR PROPOSALS**  
**Hotel Accommodation & Conferencing Facilities**  
in support of  
**ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)**  
**Lilongwe Office**  
**Fourth and Fifth Floor Offices, Gemini House City Centre, Lilongwe, Malawi**

**Firm Deadline: April 04th, 2022 – 15Hrs**

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**

It is anticipated that there will be an on-going need for Hotel Accommodation and Conferencing Facilities up to December, 2022 as listed in the table below. In recognition of this, a Cost Reimbursable Contract will be issued with Option Periods resulting from this solicitation. When a need arises for accommodation and or conferencing facilities, EGPAF will then request for the service for the initial period indicated in the table. The Service Provider either will then invoice EGPAF on a monthly basis or at any agreed interval. After the initial period of the Contract expiry, 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: Accommodation and Conferencing Facilities:**

#	Services and Specifications	Unit of Measure	Initial Term	Duration Of Option Periods	Estimated # Of Option Periods
1	Standard Room (Single) bed and breakfast NB: The price must be fixed regardless of the room	per night	Up to December 2022	1 Year	2
2	Standard Room (Single) without breakfast NB: The price must be fixed regardless of the room	per night	Up to December 2022	1 Year	2
3	Standard Room (double) bed and breakfast NB: The price must be fixed regardless of the room	per night	Up to December 2022	1 Year	2
4	Standard Room (double) without breakfast NB: The price must be fixed regardless of the room	per night	Up to December 2022	1 Year	2
5	Conference room hire with capacity below 50 people	Full day	Up to December 2022	1 Year	2
6	Conference room hire with capacity over 50 people	Full day	Up to December 2022	1 Year	2



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7	Conference room hire with capacity over 50 people	Half day	Up to December 2022	1 Year	2
8	Conference room hire with capacity below 50 people	Half day	Up to December 2022	1 Year	2
9	PA System (if charged separately from the conference package)	Per day	Up to December 2022	1 Year	2
10	Wifi Internet Services (if charged separately from the conference package)	Per day	Up to December 2022	1 Year	2
11	Breakfast	Per person	Up to December 2022	1 Year	2
12	Lunch	Per person	Up to December 2022	1 Year	2
13	Dinner	Per person	Up to December 2022	1 Year	2
14	Morning snack	Per person	Up to December 2022	1 Year	2
15	Afternoon snack	Per person	Up to December 2022	1 Year	2
16	Tea, coffees, milk	Per person	Up to December 2022	1 Year	2
17	0.5 L water bottle	Per person	Up to December 2022	1 Year	2
18	Non-Alcoholic Drinks	Per person	Up to December 2022	1 Year	2

**Table 2. Districts to provide services**

NAME	REGION
Mwanza	Southern
Chikwawa	
Blantyre	
Mulanje	
Zomba	
Machinga	Eastern
Mangochi	
Ntcheu	
Dedza	Central



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Lilongwe	
Mchinji	
Salima	
Nkhota-kota	
Dowa - Mponela	
Mzimba - Mzuzu	
Chitipa	
Nkhatabay	
Karonga	
Northern	

**KEY CONTRACT TERMS:**

The anticipated contract type is Cost Reimbursable 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.

**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/Evaluation Requirements</b>	<b>Weight</b>
<b>1</b>	<b>Business Documentation</b>	<b>Copy of each of the following:</b> <ul style="list-style-type: none"> <li>• <b>Valid Business License</b></li> <li>• <b>Registration Certificate of TPIN and VAT</b></li> <li>• <b>Company's Certificate of Registration/Incorporation</b></li> </ul>	<b>Pass/Fail</b>
<b>2</b>	<b>Price</b>	<ul style="list-style-type: none"> <li>• <b>Price Schedule</b></li> </ul> <p>Price shall be quoted in MWK and must include any duties, including VAT, if applicable. The quoted price will be assumed to be inclusive of such costs. Prices quoted by the Bidder shall be firm and fixed during the Bidder's performance of the Purchase Order and not subject to variation.</p>	<b>30%</b>
<b>3</b>	<b>Cleanliness and Quality of Services and Amenities</b>	<ul style="list-style-type: none"> <li>• Description of hotel amenities</li> <li>• Photos, if applicable</li> <li>• Link to website, if applicable</li> <li>• Capacity (i.e. # of rooms, size of conference rooms, etc.)</li> </ul>	<b>20%</b>



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		<ul style="list-style-type: none"> <li>Prior experience with the Foundation or other non-Governmental organizations funded by the US Government. Provide references where similar services were provided preferably from NGOs</li> </ul>	
3	<b>Security</b>	<ul style="list-style-type: none"> <li>Description of Security of the Conferencing and Lodging site, and measures to ensure safety and security of guests</li> </ul>	<b>20%</b>
4	<b>Location and nearby amenities</b>	<ul style="list-style-type: none"> <li>Proximity to air/ground transportation, essential service providers eg hospitals, banks and/or Foundation / partner offices and projected activities</li> <li>Description of nearby dining options and amenities</li> </ul>	<b>20%</b>
5	<b>Payment Terms</b>	<ul style="list-style-type: none"> <li>Indicate the payment terms</li> </ul>	<b>10%</b>
<b>TOTAL:</b>			<b>100%</b>

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**

**25/04/2022**

Release of RFP

No phone calls please.

**04/04/2022**

Completed proposals must be delivered electronically by the deadline mentioned on page one to: [procurementmw@pedaids.org](mailto:procurementmw@pedaids.org)

**14/04/2022**

Final decision announced and solicitants notified

**25/04/2022**

Cost Reimbursable Contract executed and Services begin.

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



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**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



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than bidder's performance of the Contract without the prior written consent of EGPAF.

11. 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.
  
12. **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.