



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

REQUEST FOR PROPOSALS #S026830

Cleaning Services

in support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

Maputo

(Avenida Agostinho Neto 714, Bairro Polana Cimento B, Maputo, Maputo)

Firm Deadline: Friday, September 23, 2022

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

EGPAF intends to hire a company to provide Cleaning and Conservation services, covering the General Services Assistant categories, to be performed at EGPAF's offices in Maputo, Gaza and Inhambane.

The cleaning service includes the maintenance of the building and the garden, with the supply of all the necessary materials and equipment in perfect contractual execution, for a period of 12 (twelve) months.

The services (mentioned above) that are the object of these Terms, will be performed at the National, Provincial and District Offices of EGPAF, at the following addresses:

EGPAF – NATIONAL OFFICE

Av. Agostinho Neto, Nº 741, Bairro de Sommerschield – Cidade de Maputo

EGPAF – GAZA PROVINCIAL OFFICE

Rua da Praia – Bairro de Chinunguine – Cidade de Xai-xai

EGPAF – CHOKWE DISTRITAL OFFICE

Primeiro Bairro de Chokwe



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EGPAF – INHAMBANE PROVINCIAL OFFICE

Rua Samora Machel, Praça dos Heróis Nº 588

The cleaning and building conservation services will be performed from Monday to Friday, with an interval of 01 (one) hour for food, not exceeding a total of 40 (forty) hours per week, services may be used on Saturdays, with the hours being compensated to guarantee the 40 (forty) hours per week in accordance with the relevant legislation. Gardening should be done once every 15 days, whenever necessary.

DESCRIPTIONS, ROUTINES AND PERIODICITY OF BUILDING CLEANING AND CONSERVATION SERVICES.

1. The services will be performed by the Contractor as follows:

1.1. DAILY:

a) Keep the environments hygienic and clean throughout the day, remove dust from workstations, tables, cabinets, files, shelves, blinds, windowsills, window frames with a cloth, as well as other existing furniture, including appliances electrical and fire extinguishers, etc., observing the characteristics of the furniture installed on the contractor's premises, with a view to the correct use of the products for cleaning them;

b) Remove mats and carpets (if any), cleaning and vacuuming the dust;

c) Wash basins, seats and sinks in toilets with disinfectant, twice a day at least and keep them clean;

d) Sweep, remove stains and shine waxed floors (of any existing material);

e) Sweep, mop and polish the counters and floors;

f) Clean bathroom floors, pantries and other wet areas with household sanitizers, at least twice a day; g) Supply the toilets with paper towels, toilet paper and liquid soap, toilet flavorings (these products must be approved by the Contracting Party), whenever necessary;

h) Dust the phones with flannels and suitable products;



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- i) Wipe a damp cloth with alcohol on the table tops and seats in the workplace;
- j) Remove the garbage twice a day (or whenever the baskets can no longer support the placement of this material), packing it in one-hundred-liter plastic bags, removing them to the place indicated by the Administration;
- k) Supply drinking fountains with bottles of mineral water, purchased by the Administration;
- l) Clean the drinking fountains using an antiseptic and odorless preparation, giving the metallic part a shine;
- m) Supply the pantries, whenever necessary, with replacement paper towels, biodegradable, multipurpose detergent, alcohol, steel sponges, dishwashing sponges, bleach, powdered soap, bar soap; n) Clean handrails (where applicable);
- o) Clean and disinfect sanitary ware, seats, wastebaskets;
- p) Collect the papers and store them in a place indicated by the contracting party;
- q) Sweep, mop and polish existing floors (vinyl, marble, ceramic, marble and rubber);
- r) Sweeping paved areas and gardens;
- s) Perform other services deemed necessary for daily attendance.

1.2. WEEKLY:

- a) Clean behind furniture, cabinets and files;
- b) Clean, with suitable products, Formica-coated partitions and doors;
- c) Clean with neutral product, doors, bars and stops;
- d) Illustrate all the furniture with an appropriate product and pass flannels on the waxed furniture;
- e) Clean upholstery on seats and armchairs with suitable products;
- f) Clean the mirrors with a cloth moistened with alcohol;
- g) Remove dust and residues, with a damp cloth, from the boards in general; and fire extinguishers;
- h) Sweeping and washing garages;
- i) Wash walls and doors
- J) Perform other services deemed necessary for the weekly frequency.



K) Wash covered areas for the garage/parking lot;

1.3 FORTnightly:

- a) General cleaning of grease traps, passage boxes, sand boxes, drains, etc.;
- b) Cleaning the roof gutters.
- c) Clean all the windows (internal/external face), applying anti-fog products.
- d) Gardening or garden maintenance.

1.4 MONTHLY:

- a) Vacuum dust and clean the luminaires.
- b) Clean ceilings, walls and baseboards.
- c) Clean existing curtains and blinds, with appropriate equipment, accessories and products.
- d) Remove stains from walls.
- e) Clean, grease and lubricate doors, railings, tilting, frames, iron windows (mesh, roll, pantographic, corer, etc.).
- f) Carry out the washing of emergency exits.
- g) Carry out a thorough review of all services provided during the month.

1.5 SEMI-ANNUALLY:

- a) Wash the water tanks of the buildings; remove the deposited sludge and disinfect them;
- b) Clean glazed facades (external face), in accordance with work safety standards, applying anti-fog products.

1.6 ANNUALLY:

- a) Carry out the supply, installation and replacement of paper towel holder, toilet paper holder, liquid soap holder, towel holder and bag in the bathrooms of cabinets, etc. whenever necessary and in the quantities deemed necessary to meet the Contractor's needs.
- b) All services mentioned in item 8, above, both in environments and in furniture, equipment, etc., must receive constant maintenance in order to preserve hygiene and cleanliness.



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1.7 DISINSETIZATION

Disinfect all building dependencies and adjacent areas, applying insecticides approved by inspections by means of an advance notice of 48 (forty-eight) hours, whose execution will take place on previously scheduled dates, by a qualified professional and using all the safety equipment required by current legislation. The service will be performed every 4 months, or when requested by the Administration & Logistics Manager.

1.8 DERATIZATION:

The fight against mice must be carried out with products that do not leave a smell in the place when killing the rodent, whenever requested by the Administration & Logistics Manager.

FOUNDATION RESPONSIBILITIES:

EGPAF recommends that visits be made to the offices on September 19th, 2022 and for this purpose each competitor must send the visiting hours proposal to the e-mail: procurementmz@pedaids.org until September 16th, 2022, so EGPAF can receive the bidders in an organized manner.

LOGISTICS:

The company providing the services will be responsible for providing all cleaning materials and equipment necessary for the execution of the services, which must be first-rate in sufficient quantities to perform the same (includes material such as garbage bags, toilet paper, cleaning products).

For the provision of services, the contracted company will use, under its sole responsibility and in accordance with the rules that govern the activity, duly trained and qualified labor;

Supervision of the quality of services is the responsibility of the contractor, who must regularly send a supervisor to monitor the services.



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KEY CONTRACT TERMS:

The anticipated contract type is Firm Fixed Price 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.

OPTIONAL WORK:

The Foundation also anticipates a need to potentially extend this scope of work for an additional 2 option periods. The anticipated duration of each option period is 12 months. Please indicate any pricing changes for the option periods in response to this RFP.

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.

Evaluation Criteria	Submission Requirements	Weight
Past performance of similar work	3 professional references letters from similar past projects with phone and email contact information and one or more examples of prior similar work.	20.00 %
Contractor's proposed process and approach to meet our needs efficiently	A maximum 5-page written proposal explaining the process and timeline for implementation	20.00 %
Total fixed price	Presentation of the fixed monthly price for each location for the sale of cleaning and gardening services	60.00 %
Total		100.00%

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

9/16/2022

Release of RFP

Submission of Inquiries directed to:
procurement mz, EGPAF Mozambique



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Procurement Dept Email,
procurementmz@pedaids.org
Any form of canvassing will lead to automatic
disqualification of the firm

No phone calls please.

9/19/2022

Question and Answer Response Document
posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>

9/23/2022

Completed proposals must be delivered
electronically by the
deadline mentioned on page one to:
procurement mz, EGPAF Mozambique
Procurement Dept Email,
procurementmz@pedaids.org

9/28/2022

Final decision announced and Offerors notified

9/30/2022

Contract executed and Services begin.

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

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



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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.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. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment:



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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.