



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

**REQUEST FOR PROPOSAL**

**SUPPLY & DELIVERY OF 1 MOTOR VEHICLE**

in support of

**ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)**

Gemini Building, City Centre  
P.O. Box 2543, Lilongwe, Malawi

**Firm Deadline: 17 October 2022 at 13:00PM**

**BACKGROUND**

The 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>.

**PURPOSE/SCOPE OF WORK**

With funding from the United States Government's Center for Disease Control and Prevention (CDC) for its *Health Information system (HIS)* project, the EGPAF Malawi Country Office now invites potential bidders for the supply of **one (1)** 4WD Double Cabin Motor Vehicle on Duty Free. Pre-delivery customs clearance will be conducted ahead of the actual delivery.

#	Item Description	Specifications	Unit	Initial Quantity	Est. Optional Quantity	Est. Option Quantity Period
1	Motor Vehicle	Please refer to <b>Attachment A for detailed specifications</b>	each	1	5	31 Dec 2023

## **EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS**

The Foundation will accept the quotation from the qualified vendors that is the **BEST VALUE** (i.e. the vendor that provides the most economically advantageous goods and service to the Foundation).

Each submitted and complete application will be evaluated based on the below criteria. Please submit or include with your application for each Evaluation Criteria anything that will help the Foundation fully evaluate the Supplier on each individual criteria.

<b>Evaluation Criteria</b>	<b>Submission/Evaluation Requirements</b>	<b>Weight</b>
Meets Minimum Required Specifications for Vehicles	Bidders MUST meet the specifications shown on Attachment B. Failure to meet the specifications may lead to disqualification. <b>Additionally provide a colour brochure.</b>	<b>Pass/Fail</b>
Price	A Valid Quote and/or Price Schedule , including rates for options.	<b>50%</b>
Fuel Efficiency	Please indicate fuel efficiency for the quoted vehicle	<b>20%</b>
Availability of after-sale support/service	Provide the available of after-sale service points in/around Malawi	<b>30%</b>
<b>TOTAL:</b>		<b>100%</b>

**Note: Penalty Clause- Should the agreed delivery or completion dates not be met due to the fault of the contractor/supplier, the Foundation shall be entitled to demand a payment of late payment penalties amounting to 1% of the value of the late delivery per week of delay up to a maximum amount of 5% of the entire value of the contract.**

Prices for the requested goods/services should include all associated fees (such as, customs, or shipping fees) and taxes (including VAT, if applicable), 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, or taxes 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.

For additional guidance on proposed quotes for options, please refer to the "Additional Information" section of this solicitation.

**Failure to provide any of the above Submission Requirements may be considered non-responsive and disqualify the applicant from final selection.**

Completed submission documents must be addressed and emailed to:

The Internal Procurement Committee  
Elizabeth Glaser Pediatric AIDS Foundation  
Gemini Building, City Centre  
P.O. Box 2543, Lilongwe

Email:malawiprocurements@pedaids.org

### **PROPOSED TIMELINE**

<b>Date</b>	<b>Activity</b>
3 October 2022	Release of RFQ and publicly posted on the Foundation's website at <a href="http://www.pedaids.org/pages/contracting-opportunities">http://www.pedaids.org/pages/contracting-opportunities</a> .
10 October, 2022	Deadline for submission of inquiries related to this RFQ directed to the to:malawiprocurements@pedaids.org. No phone calls please.
12 October, 2022	Response to all inquiries released and posted publicly on the Foundation's website at <a href="http://www.pedaids.org/pages/contracting-opportunities">http://www.pedaids.org/pages/contracting-opportunities</a> .
17 October, 2022	Deadline for Quotation submission.
15 November, 2022	Final decision announced and Bidder notified
21 November, 2022	Purchase Order confirmed and vehicle ready for delivery, MRA clearance in process.

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

### **ADDITIONAL INFORMATION**

Price shall be quoted in United States Dollars. For foreign based suppliers, they should quote in United States dollars while Malawi-based suppliers quote both in Malawi Kwacha and the equivalent in USD further indicating the interbank rate applied. Price for the supplies must be duty free. Prices quoted by the Bidder shall be firm and fixed during the Bidder's performance of the Purchase Order and not subject to variation on any account.

Transport/distribution costs of the goods to the required site must be included in the quotation. If not included in the quote, quoted price will be assumed to be inclusive of such costs.

No extra charges of any kind will be allowed unless specifically agreed to by Buyer in writing.

This RFQ includes a request for *Option* rates and the Foundation will insert an option clause into the initial contract. If the Foundation wishes to exercise its option to purchase additional quantities of in the next year, please indicate in your bid either:

- 1) The fixed prices that will be applied to each additional option item purchased; or
- 2) The maximum percentage rate with which those prices will increase (for example, "The prices in the attached quote will increase no more than 1.5% during the period with options may choose to be exercised by the Foundation").

If not otherwise specified in the quote, bidder agrees to the firm fixed prices for each option quantity requested in this solicitation.

The option rates will be included in the initial contract(s) agreed upon by both parties. If a bidder is unable to provide a priced option at this time or should any of the services offered by the vendor become unavailable, or unavailable at the unit rate originally proposed, the contractor will inform EGPAF of those issues prior to the exercise of the next option. Pricing shall otherwise remain fixed at the originally agreed-upon rates.

The Foundation will issue a Purchase order to the selected winner(s) that shall state the items to be purchased, the location to which the items should be delivered, the specific timeframe within which the order should be completed, and a fixed-price for the items to be purchased (including delivery costs). The Purchase Order will become a legally binding contract when it has been formally signed by the Foundation and received by the Vendor. A full list of the Terms and Conditions of the final Purchase Order are included as Attachment B to this RFQ.

#### **KEY CONTRACT TERMS**

The anticipated contract type is a Purchase Order. Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

## ATTACHMENT A: Minimum Required Specifications

### Minimum Required Specifications:

Feature/Attribute	Minimum Required Specification
Purpose of the Vehicle	All-road terrain (both for tarred and gravel roads, rugged terrain).
Make/Model/Year	Indicate the Make/Model/Year of Manufacture. 2022 and above required
Vehicle Type	Double-Cabin/Twin Cab
Ground clearance	Not less than 210mm – 230mm. Should be high enough to be suitable for gravel, off-road and rugged terrain.
Wheels and tyre size	Manufacturers approved sizes or those suitable for 4X4 vehicles
Drive Train	4x4 / 4WD / 4-wheel Drive only
Type of Fuel	Diesel only
Engine	<ul style="list-style-type: none"> <li>✓ Engine size: 2400 – 3000cc</li> <li>✓ The engine should be standard water cooled with heavy sump guard.</li> <li>✓ Diesel propelled</li> </ul>
Transmission	<ul style="list-style-type: none"> <li>✓ 4 wheel drive (part time plus diff lock)</li> <li>✓ Differential Manual Transmission, floor mounted</li> <li>✓ 5/6 speed manual transmission with high and low transfer case</li> </ul>
Fuel Tank Capacity	Please indicate the size of the fuel tank
Airbags	Minimum of 2 Front air bags for driver and passengers
Number of passengers	Seating capacity should be 5 including driver
Windows	Electric
Security	Alarm system and immobilizer with panic button
Brakes	<ul style="list-style-type: none"> <li>✓ Hydraulic front disc and rear drum brakes</li> <li>✓ Mechanical parking brake operating on transmission or rear wheels</li> <li>✓ ABS braking system</li> <li>✓ Brake system load sensing, proportioning and bypass</li> </ul>
After sales services	The supplier must have an authorized agent/ dealer in Malawi to cater for maintenance, repairs and spare parts or indicate what arrangements the dealer will put in place in the event of the contract being awarded. Please provide the geographical coverage of service centres.
Additional required features	<ul style="list-style-type: none"> <li>✓ Power steering</li> <li>✓ Safety belts with warning buzzers</li> <li>✓ Sun Visor</li> <li>✓ Side-steps</li> <li>✓ Lockable glove box/ compartment</li> <li>✓ Air Conditioning</li> <li>✓ Equipped with First Aid Kit</li> <li>✓ Bull bar and anti-roll bar with a tarpaulin if a D/Cabin</li> </ul>
Pre-delivery	PDI shall be undertaken by the inspection of the manufacturer's authorized dealer or representative in Malawi. This shall include the provision of all indication marks, reflectors etc, required under the Laws of Malawi.
Warranty	Full warranty of minimum of 24 months/100,000kms whichever comes first

Free Service	Months duration or kilometers (kms)
Payment	100% payment upon delivery of vehicle.
Required Delivery	Within 60-90 days. Please indicate the exact supply lead-time. Please refer to the <b>Late delivery penalty clause</b> :
Miscellaneous/ equipment	<ul style="list-style-type: none"> <li>✓ Fitted with FM &amp; short wave radio, front loader CD with MP3 functionality, with at least two speakers and minimum 1 USB port</li> <li>✓ Manufacturers approved jack and tool kit</li> <li>✓ Two reflector red warning triangles</li> <li>✓ Owner's manual in English</li> <li>✓ One full size spare wheel and tyre secured by a lockable device outside the vehicle</li> </ul>

**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.** 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 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.