



**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)
(Avenida Agostinho Neto 714)
Maputo
S028567
Firm Deadline: 01 December 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

It is anticipated that there will be an on-going need for **Hotel Accommodation and Conferencing Facilities up to December, 2023** 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 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: Accommodation and Conferencing Facilities:

#	Services and Specifications	Un	Initial Term	Duration Of Option Periods	Estimated # Of Option Periods
1	Standard Room (Single) with breakfast NB: The price must be fixed regardless of the room	per night	Up to December 2023	1 Year	2
2	Standard Room (Single) without breakfast NB: The price must be fixed regardless of the room	per night	Up to December 2023	1 Year	2

3	Standard Room (double) with breakfast NB: The price must be fixed regardless of the room	per night	Up to December 2023	1 Year	2
4	Standard Room (double) without breakfast NB: The price must be fixed regardless of the room	per night	Up to December 2023	1 Year	2
5	Conference room rental capacity below 50 people	Per day	Up to December 2023	1 Year	2
6	Conference room rental capacity over 50 people	Per day	Up to December 2023	1 Year	2
7	Conference room rental capacity over 50 people	Half day	Up to December 2023	1 Year	2
8	Conference room rental capacity below 50 people	Half day	Up to December 2023	1 Year	2
9	Date Show	Per day	Up to December 2023	1 Year	2
10	Sound system	Per day	Up to December 2023	1 Year	2
11	Wifi Internet Services	Per day	Up to December 2023	1 Year	2
12	Breakfast	Per person	Up to December 2023	1 Year	2
13	Lunch	Per person	Up to December 2023	1 Year	2
14	Dinner	Per person	Up to December 2023	1 Year	2
15	Morning snack	Per person	Up to December 2023	1 Year	2
16	Afternoon snack	Per person	Up to December 2023	1 Year	2
17	Reinforced snack	Per person	Up to December 2023	1 Year	2
18	tea, coffees, milk	Per person	Up to December 2023	1 Year	2

19	0.5 L water bottle	Per person	Up to December 2023	1 Year	2
20	Non-Alcoholic Drinks	Per person	Up to December 2023	1 Year	2

Table 2. Provinces and Districts to provide services

Province	District
Inhambane	<ul style="list-style-type: none"> ▪ Funhalouro ▪ Govuro ▪ Homoine ▪ Inhambane ▪ Inharrime ▪ Inhassoro ▪ Jangamo ▪ Mabote ▪ Massinga ▪ Maxixe ▪ Morrumbene ▪ Panda ▪ Vilanculos ▪ Zavala
Gaza	<ul style="list-style-type: none"> ▪ Bilene ▪ Chibuto ▪ Chicualacuala ▪ Chigubo ▪ Chockwe ▪ Chonguene ▪ Guijá ▪ Limpopo ▪ Mabalane ▪ Mandlakazi ▪ Mapai ▪ Massangena ▪ Massingir ▪ Xai-Xai

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.

	Evaluation Criteria	Submission/Evaluation Requirements	Weight
1	Business Documentation	Copy of each of the following: <ul style="list-style-type: none">• Valid Business License• Registration Certificate of VAT• Company's Certificate of Registration/Incorporation	Pass/Fail
2	Price	<ul style="list-style-type: none">• Price Schedule Price shall be quoted in MZM 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.	20%
3	Cleanliness and Quality of Services and Amenities	<ul style="list-style-type: none">• Description of hotel amenities• Photos, if applicable• Link to website, if applicable• Capacity (i.e. # of rooms, size of conference rooms, etc.)• 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	25%
3	Security	<ul style="list-style-type: none">• Description of Security of the Conferencing and Lodging site, and measures to ensure safety and security of guests	35%
4	Location and nearby amenities	<ul style="list-style-type: none">• Proximity to air/ground transportation, and/or Foundation offices and projected activities• Description of nearby dining options and amenities	10%
5	Payment Terms	<ul style="list-style-type: none">• Indicate the payment terms	10%

TOTAL:	100%
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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
21/11/2022	Release of RFP No phone calls please.
01/12/2022	Completed proposals must be delivered electronically by the deadline mentioned on page one to: procurementmz@pedaids.org
09/12/2022	Final decision announced and solicitants notified
12/12/2022	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.

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 of 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.