REQUEST FOR PROPOSALS #S036592
Provision of accommodation and conference services for Lodges for the year 2023/24
in support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)
Lilongwe Office
(Fourth and Firth Floor Offices, Gemini House City Centre, Lilongwe, Malawi)
Firm Deadline: Tuesday, October 31, 2023

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.

BACKGROUND

Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) seeks to engage reputable, established and experienced service providers to provide Accommodation and conferencing services for a period of 1 year with an option of extension for another year.

The need for accommodation services (apartments) might vary because of the environment that EGPAF operates in. In order to satisfy the Foundation's needs, EGPAF is looking for flexible and potential suppliers with the intention to enter into fixed price Basic Ordering Contracts with the successful bidders.

SCOPE OF WORK AND CONTRACTOR DELIVERABLES

The Scope of Work and Contractor Deliverables for this Request for Proposals are found in Attachment A.

LOGISTICS:

Districts to provide services

SOUTHERN REGION

Mwanza

Nsanje
Thyolo
Chikwawa
Blantyre
Mulanje
Zomba

**EASTERN REGION**

Zomba
Machinga (Liwonde)
Mangochi
Ntcheu

**CENTRAL REGION**

Dedza
Lilongwe
Mchinji
Salima
Nkhotakota
Dowa - Mponela

**NORTHERN REGION**
Chitipa
Mzimba
Mzuzu
Kasungu
Nkhatabay
Karonga

**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.

**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.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Submission Requirements</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Safety and Security</td>
<td>Description of security of the Conferencing and Lodging site, availability of CCTV and measures to ensure safety and security of guests</td>
<td>20.00 %</td>
</tr>
<tr>
<td>Service Quality</td>
<td>Description of hotel amenities • Capacity (i.e. # of rooms, size of conference rooms, • Proximity to air/ground transportation, essential service providers eg hospitals, banks and/or Foundation / partner offices and project activities • Description of nearby dining options and amenities • WIFI • Air Conditioning • Parking Capacity • Number of Rooms available</td>
<td>30.00 %</td>
</tr>
</tbody>
</table>
Qualifications of proposed individuals and past performance on similar work. | 3 written professional references for providing similar services to international organisations other than EGPAF with phone and email contact information | 30.00 %
---|---|---
Total fixed price | Total fixed price to complete all of the deliverables, including a breakdown by deliverable. This fixed price should be inclusive of all travel, staff/consultant time and any necessary supplies and materials. | 20.00 %

| 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.

**Additional Instructions:**

Apart from the quotation please provide the following:

- Photos
- Link to website, if applicable
- Valid Business License
- Registration Certificate of TPIN and VAT
- Company’s Certificate of Registration/Incorporation
- Ministry of Tourism Registration

**PROPOSED TIMELINE:**

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
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<tr>
<td></td>
<td>Release of RFP</td>
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**10/27/2023**

Submission of Inquiries directed to: procurement mw, EGPAF Malawi Procurement Department, procurementmw@pedaids.org

Any form of canvassing will lead to automatic disqualification of the firm

No phone calls please.
10/27/2023  
Question and Answer Response Document posted on EGPAF website at http://www.pedaid
s.org/pages/contracting-opportunities

10/31/2023  
Completed proposals must be delivered electronically by the
deadline mentioned on page one to:
procurement mw, EGPAF Malawi Procurement
Department, procurementmw@pedaids.org

10/31/2023  
Final decision announced and Offerors notified

12/1/2023  
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.

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 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.

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

13. **Prohibition on the use of Kaspersky Lab.** In accordance with Section 1634 of the National Defense Authorization Act for Fiscal Year 2018, supplier understands and agrees that if awarded a contract as result of this solicitation, it will not provide any “covered article” to EGPAF or use any “covered article” in the development of data or deliverables first produced in the performance of a resulting contract or order. “Covered article” means any hardware, software, or service that: (1) Is developed or provided by a “covered entity”; (2) Includes any hardware, software, or service developed or provided in whole or in part by a “covered entity”; or (3) Contains components using any hardware or software developed in whole or in part by a “covered entity”. “Covered entity” means (1) Kaspersky Lab; (2) Any successor entity to Kaspersky Lab; (3) Any entity that controls, is controlled by, or is under common control with Kaspersky Lab; or (4) Any entity of which Kaspersky Lab has a majority ownership.