



Elizabeth Glaser
Pediatric AIDS
Foundation

Until no
child has
AIDS.

REQUEST FOR QUOTATIONS (RFQ) N°07/003/YDE/2025

EGPAF Cameroon

295, Street 1795 | Yaoundé Bastos near Nigerian Residence | P.O. Box 35620, Cameroon

**Supply and Delivery of Information and communications Technologie ICT related
supplies**

FIRM DEADLINE: 08/06/2026 by 05:00 PM Cameroon Time

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I- BACKGROUND

The Elizabeth Glaser Pediatric AIDS Foundation is a global leader in the fight against pediatric HIV and AIDS, working in 19 countries and at over 5,500 sites around the world to prevent the transmission of HIV to children, and to help those already infected. Today, because of the highly successful work of the Foundation and its partners, pediatric AIDS has been virtually eliminated in the United States. With a growing global staff of over 1,000, nine out of 10 of whom work in the field the Foundation's global mission is to implement HIV prevention, care, and treatment programs; further advance innovative research; and to execute strategic and targeted global advocacy activities to bring dramatic change to the lives of millions of women, children, and families worldwide. For more information, please visit our page: www.pedaids.org.

Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) Cameroon works in partnership with the Ministry of Health to support HIV Prevention, Care and Treatment and health systems strengthening services. EGPAF is mainly funded by PEPFAR through the Centers for Disease Control and Prevention (CDC).

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION Cameroon has its head Office in Yaoundé, Bastos, registered under number **M0914125000911Q** and represented by Country Director **Dr Patrice TECHENDJOU**.

II- OBJECTIVES

EGPAF Cameroon now invites quotations for the supply of IT-related items, listed in annex I. You are requested to submit a proposal for supply of IT-related equipment in accordance with enclosed list and technical specifications (see the annex I) on the following work to be performed.

III- PERIOD OF VALIDITY OF PROPOSALS

Proposals shall remain valid for 60 (sixty) days after the date of Proposal submission prescribed by EGPAF, pursuant to the deadline clause. A Proposal valid for a short period may be rejected. In exceptional circumstances, EGPAF may solicit the bidder consent to an extension of the period of validity. Such requests and the corresponding responses shall be made in writing. Any bidder granting the request will not be required, nor permitted to modify its Proposal.

IV- BIDDING GUIDELINES

Tenders are invited to submit competitive quotes for the applicable items listed in annex I.

IV-1 PLEASE NOTE:

- ✓ For question and clarification please reach out to Procurement through CameroonProcurement@pedaids.org;
- ✓ Tenders that are deposited in the tender box. in our various offices in Douala - Yaoundé- Ebolowa and Bertoua;



- ✓ Mailed tenders will be accepted, only through cameroontenders@pedaids.org;
- ✓ Any Tender received after the appointed time for the closing of Tenders shall not be considered but shall be filed unopened with the other Tenders received or may be returned to the Tenderer at his request;
- ✓ The Foundation reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts;
- ✓ At its discretion, the Foundation may require Vendors to submit samples of requested items to verify validity and acceptability of goods prior to confirming selection of winner(s).

IV-2 TERMS OF WARRANTY

- ✓ Voltage Regulators and others applicable items supply must come with one (01) year warranty,
- ✓ Voltages Regulator and others applicable items supplied in term of this contract is required to have warranty/guarantee which is to be effective on the date that EGPAF takes possession of them;
- ✓ The tenderer shall provide full details of the Voltage warranties/guarantees;
- ✓ Any damaged item as a result of manufacturing defects, acquisition, transportation, storage and delivery must be replaced with new and unused item; Repair to damaged items will not be accepted
- ✓ The tenderer shall provide a call center number to be used by EGPAF for any technical queries

IV-3 ELIGIBLE BIDDERS

A Bidder may be a firm that is a private entity, a government-owned entity or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business on behalf of all members of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution. Unless specified on this request of proposal, there is no limit on the number of members in a JV.

A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified

A Bidder shall not be under suspension from bidding by the Purchaser as the result of the operation of a Bid-Securing Declaration

IV-4 QUESTIONS AND CLARIFICATIONS

A Bidder requiring any clarification of the Bidding Document shall contact the Procurement team by writing through CameroonProcurement@pedaids.org. The procurement team will



respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of bids within a period.

IV-5 ORIGIN OF GOODS

EGPAF will only accept tenders from entities that are registered as Business license partner For IT Materials dealers or manufacturers.

IV-6 DELIVERY TERMS

The delivery Terms is CIP Nsimalen International Air Port (Incoterms 2020), governed by the rules prescribed in the current edition of Incoterms, published by The International Chamber of Commerce,

IV-7 FINANCIAL BIDS ANALYST AND COMPARISON OF BIDS

The Procurement committee shall compare the evaluated prices of all substantially responsive bids established in accordance with section **IV-6** to determine the lowest evaluated bid. The comparison shall be on the basis of CIP Nsimalen International Air Port (Incoterms 2020) prices of imported goods

Not Bid with VAT will be evaluated by the committee. The evaluation of prices shall not take into account custom duties and other taxes levied on imported goods quoted CIP and sales and similar taxes levied in connection with the sale or delivery of goods.

V- DELIVERABLES

As part of the technical proposal, bidders shall provide the following:

Provide complete description of the specification of each material quoted with:

- ✓ Technical specifications, brochure, guarantee terms and references
- ✓ Business license partner
- ✓ The Goods specified in the List of Goods are required to be delivered within the acceptable time range
- ✓ Delivery lead time
- ✓ The tender must submit a minimum of three (03) written contactable reference letters of recent and current similar services for the last three years (From January 2023 up to December 2025); The references should include the name of the customer, the nature of the goods/services that were provided and the contact's name, telephone number and email address of the reference



V-1 ADMINISTRATIVE AND TECHNICAL REQUIREMENTS

Any deviations from this format may invalidate the bid. The proposals for the journals must be in accordance to the required specifications, designed and printed as per EGPAF's requirements.

ADMINISTRATIVES ITEMS (YES or NO)		
1	Completed and Signed Declaration of Interest	(Eliminatory criterion)
2	Supporting documents applicable for a Company : • Certified copy of Company Registration Document that reflects Company Name, Registration number, date of registration and list of active Directors or Members. • Certified copy of ID documents of the Directors or Members.	(Eliminatory criterion)
3	Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank	(Eliminatory criterion)
4	Valid Compliance Tax Certificate (less than three months)	(Eliminatory criterion)
TECHNICALS ITEMS		
1	Proof that your company has adequate capacity to handle the volumes of items in this tender : The tender must submit a minimum of three (03) written contactable reference letters of recent and current similar services for the last three years from January 2023 to December 2025); The references should include the name of the customer, the nature of the goods/services that were provided and the contact's name,	
2	Company Profile The service provider must submit a company profile indicating the core activities and number of years the service provider has been providing Information and communications Technologie ITC related supplies .	
3	clear timeline on the delivery of the items in Cameroon (CIP Nsimalen International Air Port Incoterms 2020) NB: The timelines provided in the bidding process will be used as the basis for contracting	
4	Business license partner or A letter from the Original Equipment Manufacturer's delegated authority confirming that the tender is an approved dealer for the proposed Items where applicable	
5	Detailed Quotation and technical brochures including the term of warranty of the Voltage regulators and others applicable Items, including custom goods code NB: The tender must specify the validity of the Bid	



Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered.

V-2 THE FOLLOWING MUST BE SUBMITTED AS PART OF THE FINANCIAL PROPOSAL:

- i. Service providers must submit a proposed cost in Dollard US / commercial offer as per Pricing Schedule :(Custom code of the goods; the price EXW 2020 (ExWorks), The FOB 2020 Price at the Airport port of shipment, and the Price CIP 2020 Nsimalen Internatinal Air Port Yaounde,).
- ii. If there is additional cost for service it must be indicated as part of the costing proposal.
- iii. The tenderer must guarantee that all items supplied under the contract are brand new and unused. Furthermore the insurance against loss, theft or damage incidental to manufacture or acquisition, transportation, storage and delivery will be the responsibility of the tenderer until the handover of the requested items to EGPAF or its agents has occurred.
- iv. The tenderer shall guarantee the availability of local partner in Cameroun base in Douala or Yaounde (if applicable).
- v. Tenderers will be evaluated on the total price, should there be any calculation error on the total price, the evaluation will be based on the corrected amount accepting that the amounts in the main and sub-items are correct

V-3 EVALUATION CRITERIA

Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered. Evaluation will be split into 3 stages:

Evaluation Criteria for Proposals

The evaluation of proposals will be managed by an Evaluation Committee which will prepare a shortlist of applicants that meet the eligibility for appointment. EGPAF will use the shortlist drawn by the evaluation committee to recommend applicant(s) to be appointed.

The evaluation process will be conducted according to the following stages:

- Stage 1: Assessment of administrative compliance with eligibility criteria. Applications that do not comply will not be evaluated further.
- Stage 2: Assessment of service specifications and competency, focusing on the ability to fulfil the required scope of work. Applicants need to achieve a score of at least 70 out of 100 marks of the specification of services competency



requirements to progress further. Selection will be done by an evaluation committee.

- Stage 3: The final stage of evaluation will be the financial evaluation

For applicants that satisfy the eligibility criteria and the administrative requirements, the weighting of the overall specification of services competence score is as follows

EVALUATION STAGE 1: CORRECTNESS AND COMPLETENESS

Bidders must provide the above documentation as specified. EGPAF reserves the right to reject any tender submission found to be incomplete or illegible. Non-submission of the following documents will lead to immediate disqualification:

- Valid Tax Compliance Certificate
- Detailed quotation
- Declaration of interest
- Customs Code of Items
- Proof of registration of the tender from the Original Equipment Manufacturer's delegated authority confirming that the tender is an approved dealer for applicable ICT supplies

ADMINISTRATIVE ASSESSMENT

	ADMINISTRATIVE ITEMS	YES OR NO
1	Completed and Signed Declaration of Interest	(Eliminatory criterion)
2	Supporting documents applicable for a Company : • Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and list of active Directors or Members. • Certified copy of ID documents of the Directors or Members.	(Eliminatory criterion)
3	Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank	(Eliminatory criterion)
4	Valid Compliance Tax Certificate (less than three months)	(Eliminatory criterion)

STAGE 2: TECHNICAL EVALUATION

Bidders whose bids contain all mandatory requirements will be evaluated on price. Bids that do not meet these requirements will be excluded from the process.



N° TECHNICALS ITEMS	
1	Proof that your company has adequate capacity to handle the volumes of items in this tender: The tender must submit a minimum of three (03) written contactable reference letters of recent and current similar services for the last three years from January 2023 to December 2025); The references should include the name of the customer, the nature of the goods/services that were provided and the contact's name, (10 marks per reference letter provided) Total marks 30
2	Company Profile The service provider must submit a company profile indicating the core activities and number of years the service provider has been providing Information and communications Technologie (ICT) related supplies. If the company has more than Five (5) years of experience = 20 marks ; If the company has Four (4) years of experience = 10 marks; If the company has three (3) years of experience = 5 marks; Below two (2) years company experience = 0 marks)
3	Clear timeline on the delivery of the items in Cameroon (CIP Nsimalen International Air Port Incoterms 2020) NB: The timelines provided in the bidding process will be used as the basis for contracting Less than one (01) month = 20 marks ; Up to two (02) months = 10 marks ; Others = 0 marks)
4	Business license partner or A letter from the Original Equipment Manufacturer's delegated authority confirming that the tender is an approved dealer for the proposed Items where applicable Proof of Registration letter attached = 20 marks, no letter attached = 0 marks
5	Detailed Quotation and technical brochures including the term of warranty of the Voltage regulators and others applicable Items including custom goods code NB: The tender must specify the validity of the Bid NB: The tender must specify the validity of the Bid Attached Quotation with all requirements needed = 10 marks, Quotation not meet requirement or no Quotation attached = 0 marks
The minimum required Weighting for the financial Bid analysis is 70/100	

STAGE 3: PRICE AND PREFERENCE POINT SYSTEM

As a final stage of the evaluation marks will be awarded for price and technical evaluation's marks status.

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:



Allocation of marks

- The marks scored by a bidder in respect of marks indicated above will be added to the marks scored for technical evaluation to determinate the technical competitive bidder.

➤ Phase III : Financial Analysis

The financial offers will be analyzed by Lot, and all bidders are required to provide prices for all items listed in the unit price schedule.

NB : Any supplier who does not provide prices for all requested items will not be considered at this stage of the analysis.

The company with the lowest and reasonable offer will be designated as the *Lowest Bidder*
The financial offer will be calculated as follows:

$$\text{A. FINANCIAL SCORE} = (\text{Lowest Offer/ Challenger's Amount}) \times 100$$

The company with the lowest offer in this case will have a financial score of 100.

B. FINAL SCORE (LOWEST BIDDER)

$$\text{FINAL SCORE} = (\text{Technical Score} \times 70\%) + (\text{Financial Score} \times 30\%)$$

The company with the highest final score will be considered the **Lowest Bidder** and awarded the contract.

VI - TERMS AND CONDITIONS

Invitation not an offer

This bid serves an invitation to facilitate a requirement-based decision and not an offer to do business with EGPAF. Bidders making enquiries on the tender information may notify EGPAF by email only at the email address provided for communication.

Bid Validity

The prices quoted shall remain firm for a period of at least 90 days after the closing date of this bid.

Language

The submission prepared by the bidder including correspondences and documents relating to this bid shall be written in the English language.

Preparation Costs

The bidder shall be responsible for all its costs incurred in preparing, submitting and presentation of its bid and all other costs incurred by it throughout the bidding process.

Due Diligence



EGPAF reserves the right to conduct due diligence on the prospective bidder prior to final award of the contract. This may include site visits, requests for additional information and presentations.

Awarding of Contract

EGPAF will award the contract to the successful tender subject to proven relevant experience providing the required services including the ability to deliver effective and reliable services. The successful bidder shall not be insolvent, in dissolution, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to such matters.

Discretion

EGPAF reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time, whether before or after the closing date of this bid without attracting any liability. Also, EGPAF is not bound to accept the lowest price(s) quotation and may award to the most economically advantageous bid. EGPAF may at its discretion award this bid to more than one (1) bidder.

Information Validity

EGPAF has made reasonable efforts to ensure accuracy in compiling the terms of reference for this project. The bidder is deemed to have examined the terms of reference and any other information supplied by EGPAF to the bidder and have satisfied itself as to the correctness and sufficiency of such before submitting its proposal. Also, neither EGPAF nor its employees or agents will be held liable to the bidder or any third party for any inaccuracy or omission in this bid.

VII- TIME FRAME

Bids must be submitted to cameroontenders@pedaids.org **NOT LATER than 08/06/2026 by 05:00 PM Cameroon Time.**

PLEASE NOTE: No telephonic queries will be entertained by any EGPAF Procurement staff member. All questions must be submitted in writing via email Cameroonprocurement@pedaids.org. With the tender reference in the subject line. Questions may be submitted until **07/29/2026 by 05:00 PM Cameroon Time**



VIII- ANNEXE I : INFORMATION AND COMMUNICATIONS TECHNOLOGIE ICT RELATED SUPPLIES

N°	Detailed Description	Unit of measurment	Number
1	USB 3.2 Gen 2 to M.2 NGFF & NVMe SSD Enclosure (2-in-1)	EA - Each	4
2	SATA-to-USB Adapters	EA - Each	4
3	QWERTY Keyboard Stickers	EA - Each	10
4	4K HDMI cable, 2 meters	EA - Each	10
5	Power supply cable specific to HP 27er 27-inch display, DC 19V = 2.1A	EA - Each	4
6	Wired Headsets	EA - Each	10
7	SATA SSD Drives for Laptop 2.5" - 500 GB	EA - Each	10
8	AZERTY Keyboard + Mouse	EA - Each	20
9	Maintenance Kits for IT Technicians	EA - Each	3
10	Wireless Mouse (Bluetooth 3 buttons)	EA - Each	5
11	DK-2223 Paper (White Continuous Length for BROTHER QL-820NWB; 62mm x 30m)	ROL - Roll	50
12	HP Laser 207A Yellow Toner	EA - Each	12
13	HP LaserJet 207A Black Toner	EA - Each	24
14	HP Laser 207A Blue Toner	EA - Each	12
15	HP Laser 207A Red Toner	EA - Each	12
16	HP Laser 230A Black Toner	EA - Each	2
17	HP Laser 230A Blue Toner	EA - Each	1
18	HP Laser 230A Yellow Toner	EA - Each	1
19	HP Laser 230A Red Toner	EA - Each	1
20	HP Laser 410A Black Toner	EA - Each	4
21	HP Laser 410A Red Toner	EA - Each	2
22	HP Laser 410A Blue Toner	EA - Each	2
23	HP Laser 410A Yellow Toner	EA - Each	2
24	HP Laser 415A Red Toner	EA - Each	1
25	HP Laser 415A Black Toner	EA - Each	2
26	HP Laser 415A Blue Toner	EA - Each	1
27	HP Laser 415A Yellow Toner	EA - Each	1
28	Canon 719A Toner	EA - Each	21
29	Canon 052A Toner	EA - Each	11
30	C-EXV 51 Black Toner	EA - Each	2



31	C-EXV 51 Blue Toner	EA - Each	1
32	C-EXV 51 Red Toner	EA - Each	1
33	C-EXV 51 Yellow Toner	EA - Each	1
34	HP Laser 201A Black Toner	EA - Each	2
35	HP Laser 201A Red Toner	EA - Each	1
36	HP Laser 201A Yellow Toner	EA - Each	1
37	HP Laser 201A Blue Toner	EA - Each	1
38	Canon 070H Toner	EA - Each	150
39	HP Laser 130A Black Toner	EA - Each	2
40	HP Laser 130A Blue Toner	EA - Each	1
41	HP Laser 130A Red Toner	EA - Each	1
42	HP Laser 130A Yellow Toner	EA - Each	1
43	Canon C-EXV33 Toner	EA - Each	8
44	HP Laser 30A Toner	EA - Each	8
45	HP Laser 17A Toner	EA - Each	2
46	Canon 220H Black Toner	EA - Each	2
47	Canon 220H Blue Toner	EA - Each	1
48	Canon 220H Red Toner	EA - Each	1
49	Canon 220H Yellow Toner	EA - Each	1
50	HP Laser 85A Toner	EA - Each	2
51	HP LaserJet 83A Toner	EA - Each	3
52	HP Laser 150A Toner	EA - Each	2
53	HP LaserJet 30A Toner	EA - Each	2
54	Canon 057A Toner	EA - Each	11
55	Canon 067H Black Toner	EA - Each	2
56	Canon 067H Red Toner	EA - Each	1
57	Canon 067H Blue Toner	EA - Each	1
58	Canon 067H Yellow Toner	EA - Each	1
59	2000 VA Voltage Regulator	EA - Each	60
60	Bluetooth Headset (Connectivity to a mobile device and a computer, High-quality audio, Long battery life, Comfortable fit)	EA - Each	10



N°	Items descriptions	Qty	Specifications
	LENOVO Chargers - Input:100-240V 1,7A,50/60Hz - Output: 19.5V, 3,33A,65W - Round Tip - CE cable	15	
	HP Chargers - Input:100-240V 1,7A,50/60Hz - Output: 19.5V, 3,33A,65W - Round Tip - CE cable	15	

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	LENOVO Charger - Input:100-240V 1,8A 50-60Hz - Output:20V 3,25A, 65W - USB Type-C - CE cable	25	 A black rectangular power adapter with a coiled black cable. The cable has a USB Type-C connector on one end and a standard AC power plug on the other.
	LENOVO Standard USB-C AC Adapter Gen 2 - Input:100-240V 1,8A 50-60Hz - Output:20V 3,25A, 65W - USB Type-C - CE cable	45	 A black rectangular power adapter with a coiled black cable. The cable has a USB Type-C connector on one end and a standard AC power plug on the other.



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Until no
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Christina M. Homan

2/21/26