

REQUEST FOR PROPOSALS (RFP) # 004/2016

EGPAF *Mozambique Av. Kwame Nkrumah n 417, Maputo, Mozambique Office:*
(258) 21 488 903/5

Procurement of Temperature Controlled Pharmacy Containers

FIRM DEADLINE: *21/11/2016*

TERMS OF REFERENCE

BACKGROUND

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>.

The Foundation is seeking a provider for purchase and installation of pharmacy containers for storage of medical items under controlled temperature at 16 sites in Gaza Province.

SCOPE OF WORK & DELIVERABLES

EGPAF now invites bids from eligible Suppliers for supply of all of the following items:

- 16 Pharmacy Containers for Storage of Medical Items under Controlled Temperature.
- The storage containers should ensure storage temperature above 08° and bellow 25° positive degrees.
- These 16 units should be delivered and installed in the following sites in Gaza Province: 9 units for Chockwe district and to be installed in health facilities in a range of 30 Km around Chockwe district) and 7 units for Xai-Xai district and to be installed in the health facilities in a range of 50 Km around Xaixai district.

Storage containers shall be delivered, installed, and ready to use in each designated sites no later than three months from the issuance of the contract.

- 1° container to be installed 1 month after signature of the contract to allow for the inspection specified in the Foundation Responsibilities section of this RFP.
- 15 containers to be delivered, installed and ready to use 3 months max from the moment of signature of the contract.

Please reference "ATTACHMENT A: Specifications" for the full list of detailed requirements.

FOUNDATION RESPONSIBILITIES

Within 3 days after the installation of the first unit, the Foundation will inspect and submit formally a letter to the selected vendor specifying any details to be corrected, or formal approval for the installation of the other 15 units.

For all other units, within 10 days upon delivery, the Foundation will inspect the commodities to verify the acceptable receipt of goods as promised by the submitted quote or notify the Vendor of any problems with goods that were not caused by the Foundation's negligence or misuse. If the goods provided to the Foundation are deemed unacceptable or fail to meet any of the conditions or specifications described in the submitted quote, the Foundation will have the opportunity to cancel the order without penalty and receive full payment for any potential cost already incurred and paid to the vendor. The Foundation will also ensure to pay in a timely manner as agreed in the resulting Contract to the winning bidder. Payment will be made via Bank Transfer after delivery, Foundation acceptance, and receipt of an approved invoice from the vendor.

KEY CONTRACT TERMS

The Foundation will provide a Fixed Price Contract to the winning bidder. Unless stated otherwise in the Contract, the vendor is responsible for providing the items captured in the submitted quote.

All items provided to the Foundation must be furnished for the use of the Foundation without any additional fees.

All items will be owned exclusively by the Foundation.

Should the agreed service not be met in the case of fault of the Vendor, the Foundation shall be entitled to demand payment of late delivery penalties amounting to (1%) of the value of the Purchase Order and up to a maximum amount of (5%) of the Purchase Order. The Foundation will also have the right to cancel the Purchase Order without penalty and receive full payment for any potential costs already incurred and paid to the Vendor.

The full terms and conditions of the procurement will be incorporated within the signed Contract between EGPAF and the selected bidder.

EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS

Participation in this solicitation is open to all legal vendors legally registered in Mozambique and South Africa. These terms refer to all legal entities, companies or partnerships constituted under, and governed by, the civil, commercial or public law and having a statutory office, and/or principal place of business. A legal entity, company, or partnership having only its statutory office must be engaged in an activity which has an effective and continuous link with the economy.

To be eligible for participation in the tender procedure, bidders must prove to the satisfaction of EGPAF that they comply with the necessary legal, commercial, technical and financial requirement and are able to carry out the Contract effectively.

EGPAF shall use its best endeavors to ensure that funds provided under this tender do not provide direct or indirect support or resources to organizations and individuals associated with terrorism, promote or advocate the legalization or practice of prostitution or sex trafficking and assistance to drug traffickers. If, during the course of this tender, 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 tendering process.

EGPAF reserves the right to terminate the procurement should the selected bidder be unable to fulfill its expected obligations.

The Foundation will accept the proposal from the qualified vendor that is the **BEST VALUE** (i.e. the vendor that provides the best combination of price, service, quality and terms) to the Foundation.

Please submit the following Submission Requirements (if applicable, please use the template FORMS included as ATTACHMENT C to this RFP). Bids will be evaluated according to the criteria in the following table:

Evaluation Criteria	Submission Requirements	Weight of Criteria
1. Price Proposal	1. Price Schedule (see attachment B). <ul style="list-style-type: none"> - Price shall be quoted either in Meticais, American Dollars or South African Rand, all rates applicable at daily Banco de Mozambique rate. - Price for the supplies must include any duties, VAT if applicable, Delivery Duty Paid Incoterm in Mozambique and installation of the Pharmacy Containers in each site in Gaza Province (Mozambique). Prices quoted by the Bidder shall be firm and fixed during the Bidder's performance of the Contract and not subject to variation on any account. - Transport/distribution/Installation costs of 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. - In addition the Foundation may potentially need additional containers over the next several years. Please confirm in the bid that pricing will be maintained for additional containers and indicate any potential price or volume discounts. 	30%
2. Confirmation to the Technical	2. Bidder's Confirmation of Specifications (see Attachment C). Any and all deviations from the proposed specifications. A	30%

Specifications & Warranty	one-year product warranty must also be included at a minimum.	
3. References	<p>3. Names and contact information for at least three references for work of a similar nature. Please include pictures (when available) and a brief description of the work completed.</p> <p>AND</p> <p>Letters of Reference from at the least three (3) reputable organizations confirming your company's prior history with large procurements.</p>	20%
4. Realistic and adaptable time frame	4. Provide detailed implementation and plan for delivery and installation, including timeframe.	20%

In addition, Bidder's must include the following information in their submission package:

- 1) Bid Form (see attachment C)
- 2) Signed stamped "Declaration of No Conflict of Interest" (see attachment D)
- 3) Valid Business License
- 4) Registration Certificate of TIN and VAT
- 5) Company Certificate of Registration/Incorporation
- 6) Selection of Payment terms from the following options:
 - a. Milestone payments: No advance payment will be made. The contractor will receive milestone payments for completion of different phases of the project. Phases and frequency of payments to be negotiated. This is the preferred payment method of the Foundation.
 - b. Advance payment: If the contractor will require an advance payment, a bank guarantee for the amount of the advance will be required to be obtained and submitted by the Contractor. No more than 50% of the total contract value will be eligible for advancement. Additional payment will be made upon completion of key millstones during the term of the contract.

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

PROPOSED TIMELINE



Date	Activity
07/11/2016	Release of RFP to Vendors
10/11/2016	Submission of Intent to Bid submitted, in writing, and directed to the attention of the EGPAF Procurement and Logistics Manager bling@pedaids.org
14/11/2016	Submission of inquiries related to this RFP directed to: bling@pedaids.org ; and kryan@pedaids.org ;
16/11/2016	Response to all inquiries released to all proposed bidders.
21/11/2016	Deadline for Quotation submission to the address: <i>Av. Kwame N'krumah n 417, Maputo, Mozambique, and Telephone: (258) 21 488 903/5 (quotations to be submitted at our tender box at reception)</i> or by email to: mnzaramba@pedaids.org ; and kryan@pedaids.org ;
23/11/2016	Review of Quotations and finalist meetings by Procurement Committee
25/11/2016	Final decision announced and Bidders notified
29/11/2016	Purchase Order and Service contract executed for installation of Storage Facilities.

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

ADDITIONAL INFORMATION

All quotations and communications must be identified by the unique RFP# 004/2016 reflected on the first page of this document. Failure to comply with this requirement may result in non-consideration of your quotation.

Any exceptions to the requirements or terms of the RFP must be noted in the proposal. The Foundation reserves the right to consider any exceptions to the RFP to be non-responsive.

Late proposals may not be considered.

This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from person(s) interested in providing the services outlined in this RFP. Such proposals shall be considered and treated by the Foundation as offers to enter into an agreement. The Foundation reserves the right to reject all proposals, in whole or in part, enter into negotiations with any party, and/or award multiple contracts. The Foundation shall not be obligated for the payment of any sums whatsoever to any recipient of this RFP until and unless a written contract between the parties is executed.

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

Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS Foundation 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.

ETHICAL BEHAVIOR

As a core value to help achieve our mission, the Foundation 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 Foundation employees, or other unethical practices. If you experience or suspect unethical behavior by a Foundation employee, please contact our Fraud Investigations team at fraud@pedaids.org or the Foundation's Ethics Hotline at www.reportlineweb.com/PedAids/. Any vendor/consultant who attempts to engage, or engages, in corrupt practices with the Foundation will have their proposal disqualified and will not be solicited for future work.



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ATTACHMENT A: Specifications

Minimum Required Specifications:

Goods / Commodities	Quantity	Mandatory/ Required Specifications
Pharmacy Containers for Medical Items under Controlled Temperature	16	<ul style="list-style-type: none"> • Each unit should be composed of: 1 metallic container dimension, (Length 6.05m x Width 2, 43m x Height 2, 89 m). • The walls should be 3 – 4 cm insulated to prevent loss of heat and ensure storage temperature above 08º and below 25º positive degrees • One metallic door to access the storage facility (measurements 80 width x 220 cm height) • 2 Air conditioners with capacity of 18000 BTUs • 3 Roof ventilators • 1 Mini Max Wall thermometer in Celsius • 3 Interior Bulbs E27 Screw Type with Low Consumption Energy • 2 wall plugs, EUR type • Connecting to the main board for electricity in the container

The 16 units should be delivered and installed in the following sites in Gaza Province:

- 9 units for Chockwe district (CS Cidade – 2 units , CS Urbano – 2 units, Cs Manjangue – 1 unit, CS Lionde – 1 unit , Cs Chiaquelane – 1 unit, Cs Hokwe – 1 unit, Cs Xilembene – 1 unit)
- 7 units for Xai-Xai district (7 units in one range area of 50 Km)

The first unit will be delivered and installed [CS Chiquelane] for Foundation inspection and acceptance prior to delivery and installation of the remaining units.

Distance to each site for the installation:

Unit	Site Installation	Distance in Km from Macia (Gaza province) One way to each site	Distance in Km from Macia (Gaza province) Two ways
1	Macia	0	0
2	Chockwe Province	150 max	300 max
3	Xaixai City	200 max	400max
Distance from Maputo to Macia -> 148 Km one way			

Attachment B: Price Schedule

Price shall be quoted either in Meticaís, American Dollars or South African Rand, all rates applicable at daily Banco de Mozambique rate.

Price must include any duties, VAT if applicable, **Delivery Duty Paid** Incoterm in Mozambique and installation of the Pharmacy Containers in each site in Gaza Province (Mozambique). 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/Installation costs of good 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:	Description of Good	Qty	Guarantee Duration	Unit Rate (MZN)	Total Price (MZN)	Unit Rate (ZAR)	Total Price (ZAR)	Unit Rate (USD)	Total Price (USD)
1	Controlled Temperature Pharmacy Containers for Medical Items	16							
2	Optional Additional Quantities*	50							
				Delivery & Installation		Delivery & Installation		Delivery & Installation	
				Taxes/VAT		Taxes/VAT		Taxes/VAT	
				GRAND TOTAL (MZN):		GRAND TOTAL (ZAR):		GRAND TOTAL (USD):	

Our above-mentioned cost includes all cost needed to provide the service as per the requirement of the Technical Specifications attached with this RFP.

Our Quotation is valid for 30 days from the date of Submission.

***Additional Quantities:** There is a potential requirement for additional pharmacy containers over the next several years. Bidders must include a priced option for an additional quantities (up to 50) in the proposals to be included in the contract. The optional quantities will be a separately priced line item. Please include any applicable discounts or price adjustments for additional quantities.

We are attaching herewith the documentary proof in support as authorization for the person signing the quotation.

Signature: _____

Name and Title: _____

Date: _____



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