



REQUEST FOR QUOTATION (RFQ) # 1729358
EGPAF Mozambique

BASIC ORDERING CONTRACT FOR CAR LEASING

FIRM DEADLINE FOR SUBMISSION: 02/06/2017

Applicability: Only providers based in Mozambique will be considered. Vendors outside of these countries will not be considered.

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>.

SCOPE OF WORK

EGPAF Mozambique wishes to enter into Basic Ordering Contracts (BOCs) for the leasing of vehicles. The Foundation will issue **Fixed Price** Purchase Orders to the vendor offering *the **Lowest Price technically Acceptable*** proposal for the goods listed below. This BOC shall be for one (1) year, and renewable for additional one (1) year periods upon agreement between the parties.

Mandatory/Required Specifications	
Type of vehicle	Single vehicle, double cabin, 5 seats, or similar
Fuel	diesel
free daily Km	150 Km
Insurance	Full insurance costs/coverage as required by law
Vendors should provide pricing for the mandatory specifications for each of the following: <ol style="list-style-type: none"> 1. Price per extra Km 2. Daily Cost for rental car (no driver) 3. Daily Cost per full time driver (with per diem and accommodation) 	

SUBMISSION REQUIREMENTS

Proposals must be submitted via email to MozProcurementCommittee@pedaids.org , or hand delivered to the Foundation office located at Rua dos Sinais nr 50/74, Bairro Polana Cimento "A", Ponta Vermelha, Maputo, no later than 02/06/2017, and must include the following:

- 1) **Price Schedule:** Price shall be quoted in Mtn and must be Delivery Duty Paid to the submission address listed above. Prices quoted by the Bidder shall be firm and fixed during the Bidder's performance of the Purchase Order and not subject to variation. In submitting a price quotation, bidders must include a confirmation that all specifications listed above will be met or exceeded.
- 2) A list of at least two (2) recent major supply Contracts or Purchase Orders of similar nature including the names and addresses of the Buyers for verification.
- 3) Copy of each of the following:
 - Valid Business License
 - Registration Certificate of TIN and VAT
 - Company's Certificate of Registration/Incorporation



Failure to provide any of the above Submission Requirements may disqualify the applicant from final selection.

ADDITIONAL INFORMATION

The Foundation will accept the quotation from the qualified vendor that is **the Lowest Price Technically Acceptable** (i.e. the vendor provides the lowest price that provides goods/services that meet all the minimum required specifications listed in the Scope of Work). This RFQ is not an offer to enter into agreement with any party, but rather a request to receive quotations from person(s) interested in providing the goods or services outlined in this RFQ. Such quotations shall be considered and treated by the Foundation as offers to enter into an agreement. The Foundation reserves the right to reject all quotations, in whole or in part, enter into negotiations with any party, and/or award multiple contracts. Any exceptions to the requirements or terms of the RFQ must be noted in the quotation. The Foundation reserves the right to consider any exceptions to the RFQ to be non-responsive.

The Foundation shall not be obligated for the payment of any sums whatsoever to any recipient of this RFQ until and unless a written contract between the parties is executed.

ETHICAL BEHAVIOR

EGPAF shall use its best endeavours to ensure that funds provided under this tender does 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.

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 of 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.

Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS Foundation is an Equal Employment Opportunity Organization and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.