



REQUEST FOR QUOTATION (RFQ) #009
EGPAF KENYA
P.O. BOX 13612 – 00800 NAIROBI

CONFERCING SERVICES AND LODGING ACCOMMODATIONS

FIRM DEADLINE FOR SUBMISSION: 6TH SEPTEMBER, 2017

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 Kenya Office wishes to enter into Basic Ordering Contracts (BOCs) for Conferencing Services and Lodging Accommodations. At this time the quantity and timing of future needs is unknown. As the needs arise, the Foundation will issue **Fixed Price per unit** Purchase Orders under applicable BOC to the vendor offering the **Lowest Priced, Technically Acceptable** proposal for the following Conference Services and/or Lodging Accommodations in all the 47 counties.

#	Description of Good/Service	Unit	Rate
1	Standard Room on bed and breakfast– Single occupancy	per night	
2	Executive Room on bed and breakfast – Single Occupancy	Per night	
3	Hall Hire (quote for different sizes)	Per day	
4	Lunch with a soft drink (soda)	Per day	
5	Dinner with a soft drink (soda)	Per day	
6	Use of the Projector	Per day	
7	Use of the PA System	Per day	
8	Use of breakaway rooms	Per day	
9	Nanny rooms	Per day	
10	Accommodation on Half	Per day	



#	Description of Good/Service	Unit	Rate
	Board i.e. bed, breakfast and dinner		
11	Accommodation on Half Board i.e. bed breakfast and lunch in the conference package	Per day	
12	Full Day Conference package inclusive of 10:00 a.m. tea and snacks, lunch with a soft drink, use of the hall and 4:00 p.m. tea and snacks.	Per day per person	
13	Half Day Conference inclusive of the above; except 4:00 p.m. tea and snacks.	Per day per person	

The rates proposed shall be for one (1) year, and renewable for additional one (1) year periods upon agreement between the parties.

Each site proposed must be safe and secure, and have taken all reasonable measures to ensure the safety and security of guests, to include round the clock security services, restricted/controlled access to the site and individual rooms, and protection of account/payment information.

Anticipated payment terms are 30 days after receipt of invoice.

MINIMUM AND SUBMISSION REQUIREMENTS

Proposals must be submitted via email to information.

- 1) **Price Schedule:** Price shall be quoted in Kenya Shillings (Kshs.) 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 Basic Ordering Contract period and not subject to variation.
- 2) At least three reference letters from Organizations where similar services have been offered.
- 3) Copy of each of the following:
 - Valid Kenya Business License
 - Registration Certificate of PIN and VAT



- Company's Certificate of Registration/Incorporation

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

SUBMISSION INSTRUCTIONS

- ✓ Kindly note that the Foundation will accept both **online (PDF copy) and hard copy proposals on or before 2pm, 6th September 2017**. For online proposals, submit to nairobiprocurement@pedaids.org. If you are submitting hard copy proposals, deliver to any of the following EGPAF Kenya office locations:
 - **Nairobi Office;**
Elizabeth Glaser Pediatric AIDS Foundation | Ariel House, Westlands Avenue
Off David Osieli Road, Waiyaki Way, Westlands |
P. O. Box 13612 - 00800, Nairobi, Kenya
 - **Kisumu Office**
Elizabeth Glaser Pediatric AIDS Foundation | Nakumatt Mega, Kisumu Office, Nairobi Road, Kisumu City |
P. O. Box 1596 - 40100, Kisumu, Kenya |
 - **Lodwar Office**
Elizabeth Glaser Pediatric AIDS Foundation |
Naiwaitong, Off Nakuluja Academy Road
P.O.BOX 64-30500, Lodwar, Kenya
 - **Homabay Office**
Elizabeth Glaser Pediatric AIDS Foundation | County Offices Road, Next to Public Service Board,
P.O.BOX 757-40300, Homabay, Kenya |
- ✓ **Requests, Inquiries, Questions, Clarification;**
 - This will be done via email to nairobiprocurement@pedaids.org
 - This shall be open between **24th August 2017 8am to 28th August 5pm**
 - Answers to all questions received will be distributed to all potential bidders as well uploaded on the Foundation Website.
<https://www.pedaids.org/pages/contracting-opportunities>



- ✓ The Envelope or Subject on email should be clearly marked “**Provision of Printing Services**”. Address the document **to the Procurement and Logistics Manager, EGPAF Kenya**. Should the proposal be sent via email, the subject of the mail should read “**Provision Conferencing and Lodging Accommodation**”

ADDITIONAL INFORMATION

The Foundation will accept the quotation from the qualified vendor that offers the best option to the Foundation. 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. If multiple contracts are issued, the Foundation reserves the right to solicit contract holders on a rotational basis. 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



**Elizabeth Glaser
Pediatric AIDS
Foundation**

*Until no
child has
AIDS.*

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.