

REQUEST FOR PROPOSALS (RFP) #2027691

EGPAF Mozambique Rua dos Sinais nº50/74, Maputo,
Mozambique Office: (258) 21 488 903/5

Print Work for EGPAF Offices in Mozambique

FIRM DEADLINE: 22/09/2017

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. In Mozambique, EGPAF works in partnership with Ministry of Health and County Government to support HIV Prevention, care and Treatment. The Foundation is currently working in three Province, Maputo, Gaza and Nampula. For more information, please visit <http://www.pedaids.org>.

SCOPE OF WORK & DELIVERABLES

EGPAF Mozambique wishes to enter into **Basic Ordering Contracts (BOCs)** with a vendor(s) for **Provision of Services in each of the provinces (Maputo, Gaza, and Nampula)**, of the below items as per the specs provided:

ORD.	ITEM DESCRIPTION	SPECIFICATION	Quantities	
1.	A3 Registers	A3 Size, Bond paper 80gsm, 100 pages printed back to back in BW, Hard cover, Perfect binding	1-100	
			101-200	
			201-500	
			501-1000	
			1001- 5000	
			Above 5000	
2.	A4 Registers	A4 Size, Bond paper 80gsm, 100 pages printed back to back in BW, Hard cover, Perfect binding	1-100	
			101-200	
			201-500	
			501-1000	
			1001-5000	
			Above 5000	
3.	A4 Manuals	A4 Size, Bond paper 80gsm, 100 pages printed back to back in BW, Hard cover, wire - o-wire binding	1-100	
			101-200	
			201-500	
			501-1000	
			1001-5000	
			Above 5000	
			A4 Size, Bond paper 80gsm, 100 pages printed back to back in full color, Hard cover, wire -o-wire binding	1-100
				101-200
				201-500
				501-1000
				1001-5000
				Above 5000



		A4 Size, Artmatt paper, 80 gsm, 100 pages printed back to back in full color and wire-o-wire binding	1-100
			101-200
			201-500
			501-1000
			1001-5000
			Above 5000
4.	A2 Flipcharts	A2 Size, artmatt paper, 130-150gsm, printed back to back in full color, Desktop binding, 1-50 pages	1-100
			101-200
			201-500
			501-1000
			1001-5000
		Above 5000	
		A2 Size, artmatt paper, 130-150gsm, printed back to back in full color, Desktop, binding, 51-100 pages	1-100
			101-200
			201-500
			501-1000
1001-5000			
Above 5000			
5.	A3 Flipcharts	A3 Size printed back to back in full color, desktop, binding, 51-100 pages	1-100
			101-200
			201-500
			501-1000
			1001-5000
			Above 5000
6.	A4 Newsletters	A4 Size, Armatt paper, 100-130gsm, printed back to back in full color, saddle, stitch binding, 101-200 pages	1-100
			101-200
			201-500
			501-1000
			1001-5000
			Above 5000
7.	A6 Pamphlets	A6 Size, Armatt paper, 100-130gsm, printed back to back in full color, saddle, stitch binding, 5-50 pages	1-100
			101-200
			201-500
			501-1000
			1001-5000
			Above 5000
8.	A4 Photocopying	A4 Size, B/W, Bond paper 80 gsm	1-100
			101-200
			201-500
			501-1000
			1001-5000
		Above 5000	
		A4 Size, in full color , Bond paper 80 gsm	1-100
			101-200
			201-500
			501-1000
1001-5000			



			1001-5000
			Above 5000
9.	Printing of Certificates	A4 Size, Full color, Manilla paper	1-100
			101-200
			201-500
			501-1000
			1001-5000
			Above 5000
10.	Factsheets	A4 Size, Artmatt paper, 130gsm, full color, printed back to back	1-100
			101-200
			201-500
			501-1000
			1001-5000
			Above 5000
11.	Laminated Forms	A4 Size, Bond paper, B/W, 80 gsm, hot, Lamination	1-100
			101-200
			201-500
			501-1000
			1001-5000
		A4 Size, Bond paper, full color, 80 gsm, hot, Lamination	Above 5000
			1-100
			101-200
			201-500
			501-1000
		A3 Size, Bond paper, B/W, 80 gsm, hot, Lamination	1001-5000
			Above 5000
			1-100
			101-200
			201-500
		A3 Size, Bond paper, full color, 80 gsm, hot, Lamination	501-1000
			1001-5000
			Above 5000
			1-100
			101-200
12.	Posters	A0 Size on artmatt paper, 100-150gsm, full color printed on one side	201-500
			501-1000
			1001-5000
			Above 5000
			1-100
		A1 Size on artmatt paper, 100-150gsm, full	101-200

		color printed on one side	201-500
			501-1000
			1001-5000
			Above 5000
		A2 Size on artmatt paper, 100-150gsm, full color printed on one side	1-100
			101-200
			201-500
			501-1000
			1001-5000
			Above 5000
13.	LPO/ Delivery/Notebooks	A4 Size, NCR Paper, printed in quadruplicate, perforated and self-carbonated	1-100
			101-200
			201-500
			501-1000
			1001-5000
			Above 5000
14.	Patient Appointment/Diaries	A4 Size with a hard cover, printed in B/W, Stitch binding, 500 pages	1-100
			101-200
			201-500
			501-1000
			1001-5000
			Above 5000
15.	Prescription Booklets	A5 Size, printed in B/W on NCR paper, in duplicates, perforated and self-carbonated	1-100
			101-200
			201-500
			501-1000
			1001-5000
			Above 5000
		B5 Size, printed in B/W on NCR paper, in duplicates, perforated and self-carbonated	1-100
			101-200
			201-500
			501-1000
			1001-5000
			Above 5000
		B6 Size, printed in B/W on NCR paper, in duplicates, perforated and self-carbonated	1-100
			101-200
			201-500
			501-1000
			1001-5000
			Above 5000

Duration of contract:

Contract will be signed for one year and can be renewed for the same period on satisfactory performance of the company.

KEY CONTRACT TERMS

The Foundation will provide a Basic Ordering Contract to the winning bidder for each province

(Maputo, Gaza, e Nampula) to set rates for printed items and quantities. The Foundation will then issue Purchase Orders to procure printing services from the Contractor at the agreed upon BOC rates. Unless stated otherwise in the Contract, the vendor will be responsible for providing the items captured in the submitted quote.

Price shall be quoted either in Meticalis.

Prices must include any duties, and VAT if applicable, and shall be firm and fixed during the Bidder's performance of the Basic Order Contract and not subject to variation on any account.

Quotations must be valid for 30 days from the date of submission.

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. 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 **Lowest Price Technically Acceptable** 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 of **Lowest Price technically Acceptable**.

The proposal Bid must have a maximum of 20 pages.

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

- 1) Signed stamped "Declaration of No Conflict of Interest" (see attachment A)
- 2) Valid Business License
- 3) Registration Certificate of TIN and VAT
- 4) Company Certificate of Registration/Incorporation
- 5) 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 works. 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 milestones 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
13/09/2017	Release of RFP to Vendors
14/09/2017	Submission of Intent to Bid submitted, in writing, and directed to the attention of the EGPAF for mozprocurementcommittee@pedaids.org
15/09/2017	Submission of inquiries related to this RFP directed to: mozprocurementcommittee@pedaids.org ; and kryan@pedaids.org ;
18/09/2017	Response to all inquiries released to all proposed bidders.
22/09/2017	Deadline for Quotation submission to the following addresses: <i>Rua dos Sinais n°50/74, Maputo, Mozambique, and Telephone: (258) 21 488 903/5</i> <i>Rua da Praia, Bairro 5 Inhamissa Paragem Teba, Xai-Xai, Gaza, and Telephone: (258) 28226968</i> <i>Rua de Nanchigueia n°92, Nampula, Telephone (258) -26215151</i> <i>(quotations to be submitted at our tender box at reception)</i> <i>Or by e-mail to: mozprocurementcommittee@pedaids.org ; and kryan@pedaids.org;</i>
27/09/2017	Review of Quotations and final meetings by Procurement Committee
28/08/2017	Final decision announced and Bidders notified
29/08/2017	Basic Ordering Contract executed for provision of services.

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#2027691 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.



Attachment A: Declaration of no Conflict of Interest

Request for Proposal (RFQ) No: _____

On behalf of _____ (*insert business or organization name*), I hereby declare that the person(s) involved in the preparation and collation of our tendered proposals and prices were or are in no way associated with the initial preparation by (Insert as appropriate) or the tender documentation or with the subsequent evaluation, assessment, analysis, management and decision making process of this tender which is referenced above.

I further declare that the following person(s) were involved in the preparation and collection of our tendered proposals and prices:

Signed: _____

Name: _____

Position: _____

Date: _____

For and on behalf of: _____

NOTE: Any false statement above could jeopardize the validity of your tender and any future opportunity to tender to EGPAF.