



Elizabeth Glaser
Pediatric AIDS
Foundation

Until no
child has
AIDS.

REQUEST FOR PROPOSALS REF: EGPAF/SRVCS/027/17

**REQUEST FOR PROPOSALS FOR BASIC ORDERING CONTRACT FOR
PROVISION OF PREVENTATIVE AND CORRECTIVE MAINTENANCE
SERVICES, PLUS DEFECTIVE REPORT PREPARATION FOR EGPAF
VEHICLES**

In support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)
(P.O Box 21127, Kampala)

Firm Deadline: 8th September, 2017, 5:00 PM Eastern Time

BACKGROUND:

The 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>.

EGPAF Implements the USAID Regional Health Integration To Enhance Services in South West Uganda project (USAID RHITES SW) working in 15 districts of Ntungamo, Kiruhura, Kisoro, Rukungiri, Bushenyi, Sheema, Mitooma, Buhweju, Rubirizi, Kanungu, Isingiro, Ibanda, Kabale, Rubanda and Mbarara.

EGPAF currently has a fleet of 19 vehicles it uses for its operations that require routine preventative maintenance and repair in order to effectively carry out its mandate.

EGPAF is therefore soliciting the services of a competent and experienced garage to cover the provision of preventive and corrective maintenance services, plus defective report preparation for its Vehicle fleet.

List of Vehicles to Service/ Maintain

Vehicle Reg	Make
UAL 726J	Toyota Prado TX
UAE 551J	Toyota Hilux pick up
UAL 533J	Toyota Prado TX
UAL 029J	Nissan Patrol GL
UAN 346N	Toyota Hiace
UAK 786A	Pajero Mitshubish
UAJ 195Y	Toyota Prado TX
UAS 823D	Toyota Hilux
UAB 556Z	Toyota land Cruiser



Vehicle Reg	Make
UAB 652Z	Nissan Hard Body
UAL 027J	Nisan Patrol Gl
UAU 298X	Toyota land Cruiser Hard Top
UAU 296X	Toyota Hilux
UAK 276Z	Nissan Hard Body
UAY 570Y	Toyota Hilux
UAY 567Y	Toyota Hilux
UAY 566Y	Toyota HILUX
UAY 696Y	Toyota Prado TXL
UAY 691Y	Toyota Prado TXL

Scope of Work

- a) Thoroughly inspect the vehicles without dismantling the same, check all the systems including engine, linkages, all moving parts, control units and special attachments and then come up with quotations. **N.B** Only dismantle on prior approval.
- b) Carry out proper mechanical repairs as per the approved quotation and fixing new genuine spares as per EGPAF's approval.
- c) Carry out standard periodic services as per manufacturer's recommendations.
- d) Rectify unforeseen minor repairs where necessary on approval and recommendation by EGPAF Fleet Officer.
- e) Removed old parts to be declared or given to the Foundation representative.
- f) Advise the Foundation's representative on the current maintenance procedures for the vehicles and a job card should be attached to the tax invoice.
- g) Provide a written copy of the Service Report, which as far as it is practically, records a fair appreciation of the mechanical state of the vehicle.
- h) If requested to do so, provide a written estimate of costs for any repair works if found necessary.

FILL IN THE ATTACHED PRICE SCHEDULE FOR THE COMMON VEHICLE SPARE PARTS (ANNEX 1) WHICH IS PART OF THE SCOPE OF WORK

Deliverables

During the assignment, the overall outputs that are expected from the garage are the following:

- a) Provide vehicle maintenance services periodically;
- b) Vehicle repair on request;
- c) Defective report writing
- d) Professional guidance on vehicle maintenance
- e) Training of the foundation drivers in the vehicle use and basic mechanics where necessary
- f) Provision of monthly repair reports indicating the services and spares fixed plus the cost of each
- g) Offering roadside breakdown services where necessary.



Qualifications

The potential garage must demonstrate the following qualifications and experience:

- a) Employees' competency and experienced staff, as evidenced by their track record in their Curriculum Vitae to handle vehicles.
- b) The garage should have at least five (5) years' experience in the field of vehicle maintenance services.
- c) Provide at least 3 previous clients (with large fleet) with their reference contacts, contact person, phone number and email address.
- d) Stock of genuine spare parts.
- e) Accessible location preferably not more than 10 kilometers from the central business district of Kampala
- f) Good security with a perimeter wall and fully paved floor with firefighting equipment.
- g) Presence of a service bay
- h) Proof of source of genuine spares
- i) Ability to work over the weekends.
- j) Ability to communicate promptly using email and phone.

CONTRACT DURATION:

- The successful contractor will sign a Basic Ordering Contract with the Foundation where services may be ordered from the contractor during the contract period at a fixed rate. A one year contract will be signed with an option of two 1 year renewals based on satisfactory performance and subject to funding. Unless specified otherwise, rates proposed will be assumed to be valid for the initial period as well as the option periods.

FOUNDATION RESPONSIBILITIES:

The Foundation will offer necessary support to enable the contractor complete the required assignment

KEY CONTRACT TERMS:

The anticipated contract type is a Basic Ordering Contract, the *firm fixed price* task orders will be issued as requirements are realized. Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

All Materials will be owned exclusively by the Foundation. Contractor will not use or allow the use of the Materials for any purpose other than Contractor's performance of the Contract without the prior written consent of the Foundation.

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

Should the agreed delivery or completion dates not be met in the case of fault of the



Contractor except as and when approved by the Foundation, liquidated damages of 0.1% for each extra week may apply.

At the conclusion of the selection process, EGPAF and the contractor that offers EGPAF the best value proposal may enter into negotiations in an attempt to conclude a contract for the works.

SELECTION /EVALUATION CRITERIA:

The Foundation will accept the proposal that presents the best value. All proposals will be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order that they appear below.

All applicants are required to be registered and authorized to perform the scope of work in the place of performance. A copy of valid registration MUST be submitted with each proposal.

Evaluation Criteria	Submission Requirements	Weight
1) Past experience in performance of similar projects	3 professional references from similar past projects, with description and relevancy to the tendered project, and phone and email contact information for each reference.	35%
2) Proposed workplan and time frame	A maximum 5-page written proposal detailing: <ul style="list-style-type: none"> • Contractors workplan for the project and approach to meet our needs efficiently • Quality plan • Safety plan • Estimated hours, timeframe with deliverables, final delivery date 	30%
3) Total fixed price	Total fixed price for all activities including a fixed price per each of the 2 deliverables (Service A & Service B). Please note that The anticipated contract type is a Basic Ordering Contract, under which firm fixed price task orders will be issued as requirements are realized.	20%
4) Technical & management skills Project Lead(s)	CV/Resume for primary contractors to oversee the project	15%
Total		100%



PROPOSED TIMELINE:

DATE	ACTIVITY
24 th August, 2017	Release of RFP
4 th September 2017	Submission of Inquiries directed to: Anita Prossy Mbazira anakirya@pedaids.org copied to procurementuganda@pedaids.org Any form of canvassing will lead to automatic disqualification of the firm
8 th September, 2017, 5:00 PM Eastern Time	Completed proposals must be delivered electronically by the deadline mentioned on page one to: (procurementuganda@pedaids.org)
20 th October, 2017	Final decision announced and Offerors notified
20 th October, 2017	Contract executed and Services begin.

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

ADDITIONAL INFORMATION

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

Any proposal not addressing each of the foregoing items could be considered non-responsive. 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 be rejected without being considered.

This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from persons interested in providing the services outlined below. 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.



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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:

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.

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.

Item description	Toyota L/Cruiser Prado	L/Prado SX	Toyota Van	Toyota Townace	Toyota Hilux	Toyota Carib	Toyota Premio	RAV 4
SERVICE C' DONE AT 20,000KM								
Engine Oil								
Oil Filter								
Air Cleaner								
Greasing & Spray								
Brake Fluid								
Distilled water								
Replace Gear Box Oil								
Replace Diff Oil								
Main Fuel Filter								
Wheel Alignment								
Labour								
Total								

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