



Elizabeth Glaser
Pediatric AIDS
Foundation

*Until no
child has
AIDS.*

REQUEST FOR PROPOSAL (RFP) # 008 PRINTING SERVICES

FIRM DEADLINE FOR SUBMISSION: 6TH SEPTEMBER, 2017

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) is the global leader in the fight against pediatric HIV/AIDS and has reached more than 25 million women, with services to prevent transmission of HIV to their babies. EGPAF is supporting activities in 19 countries and nearly 5,500 sites to implement prevention, care and treatment services; to further advance innovative research; and to execute global advocacy activities that bring dramatic change to the lives of millions of women, children and families worldwide.

In Kenya, EGPAF works in partnership with the Ministry of Health and various County Governments to support HIV Prevention, Care and Treatment in 12 counties. EGPAF is mainly funded by PEPFAR through the Centers for Disease Control and Prevention (CDC) and the United States Agency for International Development (USAID).

EGPAF Kenya wishes to enter into **Basic Ordering Contracts (BOCs)** with a vendor (s) for **Provision of Services**, of the below items as per the specs provided:

ITEM DESCRIPTION	SPECS	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, artmatt paper, 130-150gsm, printed back to back in full color, desktop binding, 10-50 pages	101-200	
		201-500	
		501-1000	
		1001-5000	
		Above 5000	
	A3 Size, artmatt paper, 130-150gsm, printed back to back in full color, desktop binding, 51-100 pages	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, 10-100 pages	1-100	
		101-200	
		201-500	
		501-1000	
		1001-5000	
		Above 5000	
	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, Artmatt 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
9. Printing of Certificates	A4 Size, Full color, Manilla paper	0-20
		21-100
		101-200
		Above 200
10. Factsheets	A4 Size, Artmatt paper, 130gsm, full color, printed back to back	50-200
		201-1000
		1001-10000
		Above 10000
11. Laminated Forms	A4 Size, Bond paper, B/W, 80 gsm, hot lamination	100-1000
		1001-10,000

		Above 10000
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12. Posters	A0 Size on artmatt paper, 100-150gsm, full color printed on one side	0-50
		51-100
		101-200
		201-500
		501-1000
		1001-5,000
		5,001-10,000
		Above 10000
	A1 Size on artmatt paper, 100-150gsm, full color printed on one side	0-50
		51-100
		101-200
		201-500
		501-1000
		1001-5,000
		5,001-10,000
		Above 10000
	A2 Size on artmatt paper, 100-150gsm, full color printed on one side	0-50
		51-100
		101-200
		201-500
		501-1000
		1001-5,000
		5,001-10,000
		Above 10000

		0-10
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13. LPO/ Delivery Notebooks	A4 Size, NCR Paper, printed in quadruplicate, perforated and self carbonated	11 to 50
		51-100
		101-200
		201-500

14. Patient Appointment Diaries	A4 Size with a hard cover, printed in B/W, Stitch binding, 200 pages	1 to 50
		51-100
		101-200
		201-500
		501-1000
		1001-5000
		5001-10000
	Above 10000	
	A4 Size with a hard cover, printed in B/W, Stitch binding, 500 pages	1 to 50
		51-100
		101-200
		201-500
		501-1000
1001-5000		
5001-10000		
Above 10000		

15. Prescription Booklets	A5 Size, printed in B/W on NCR paper, in duplicates, perforated and self-carbonated	1 to 50
		51-100
		101-200
		201-500
		501-1000
		1001-5000
		5001-10000
		Above 10000

	B5 Size, printed in B/W on NCR paper, in duplicates, perforated and self-carbonated	1 to 50
		51-100
		101-200
		201-500
		501-1000
		1001-5000
		5001-10000
	Above 10000	
	B6 Size, printed in B/W on NCR paper, in duplicates, perforated and self-carbonated	1 to 50
		51-100
		101-200
		201-500
		501-1000
1001-5000		
5001-10000		
Above 10000		

TERMS

1. **Bids for Partial Items/Qty:** Partial bids will be accepted
2. **Required Quotation Currency:** KES
3. **Evaluation Criteria:** The winning bidder(s) will be selected based on **Lowest Price Technically Acceptable.**
4. **Payment Terms:** Full payment will be made within 30 days of the receipt of the goods or services.
5. **Proposal Validity:** The rates proposed shall be for one (1) year, and renewable for additional one (1) year periods upon agreement between the parties.
6. **Exceptions:** Preference will be given to vendors who can meet Foundation terms. Any exceptions to the requirements or terms of the RFP must be noted in the quote.
7. **General Terms:** The Foundation reserves the right to consider any exceptions to the RFP to be non-responsive. This RFP is not an offer to enter into agreement with any party, but rather a request to receive quotes from persons interested

in providing the goods or services outlined above. Such quotes shall be considered and treated by the Foundation as offers to enter into an agreement. The Foundation reserves the right to reject all quotes, 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.

8. **Equal Opportunity Notice:** The Elizabeth Glaser Paediatric AIDS Foundation is an Equal Employment Opportunity employer and represents that all qualified bidders will receive consideration without regard to race, colour, religion, sex, or national origin.
9. **Ethical behaviour:** 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 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.

To apply:

- ✓ Kindly note that the Foundation will accept both **online 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 of Printing Services**”.

Only successful bidder(s) will be contacted.

Please visit our website www.pedaids.org for more information about the Foundation

