



**Elizabeth Glaser
Pediatric AIDS
Foundation**

*Until no
child has
AIDS.*

REQUEST FOR PROPOSALS REF: EGPAF/SRVCS/015/17

**REQUEST FOR PROPOSALS FOR BASIC ORDERING CONTRACT FOR
CONSULTANCY SERVICES TO SUPERVISE RENOVATION WORKS UNDER USAID
RHITES SW**

In support of

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

Firm Deadline: 5th May, 2017, 2:30PM 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.

As part of the Health Systems Strengthening program, EGPAF will undertake Renovations / Remodeling works in laboratories and maternity sections in the respective districts in order to contribute to the attainment of quality service delivery in laboratories and maternity in health facilities.

Renovations / remodeling work is required in laboratories and maternity sections because the current infrastructure does not conform to the standards of Ministry of health. In particular, work area space is limited, storage facilities are either lacking or inadequate, and work stations are dilapidated as a result of prolonged lack of routine maintenance work. This compromises capacity of health workers to optimally provide quality services. Conducting the remodeling will contribute significantly to the attainment of quality service delivery in laboratories and maternity.

The Foundation will also undertake Construction of medical waste pits because the pits used by health facilities for open air burning are shallow, and not enclosed to protect them from being accessed by unauthorized persons. It is important that the community is safeguarded from the hazardous medical waste by supporting the construction of improved medical waste pits and securing them with a fence enclosure in addition to making sure that they are located in a safe place.

EGPAF is therefore soliciting the services of a competent and experienced Consultant or Firm to provide Consultancy services.



Under the supervision of the Deputy Country Director, the Consultant will undertake the following assignments:

SCOPE OF WORK / DELIVERABLES

- Visit renovation sites with the Program staff and assess the renovation works to be carried out and advise accordingly
- Develop Bills of quantities, materials, installation specifications, drawing and cost estimates of the renovation works to be undertaken at the respective sites
- Support EGPAF procurement team in establishing a scope of work for the contractors
- Support EGPAF procurement team during Procurement committee meeting in selecting contractors for the renovation works to be undertaken at the respective sites
- Provide technical oversight and directly supervise contractors undertaking the renovations, provide Bi-weekly reports to the Deputy Country Director and eventually provide progress billings and certificate of completion at the end of the work.
- Work with EGPAF team to efficiently manage deadlines and workflow
- Provide general and resident engineering services during renovations at sites
- Attending and representing the Foundation in meetings as requested
- Pre-construction site meetings with the contractors or other stakeholders
- Recommend required capacity, make and model of materials to be used by the contractor in the renovations
- Ensure the renovation projects are executed in accordance with approved plans, specifications, and standards and within budget.
- Provide required information to obtain necessary approvals from the local council, environment and construction bodies where applicable
- Ensure that all expenditures charged against the project are legitimate and within the project authority. Record and share project financial statements in meetings.
- The consultant will recommend all project payments to the Foundation and ensure that a cost control system is set up and maintained in an acceptable format
- Prepare and submit Cash Advance Requests as required to finance the project
- Ensure that all documents and reports are completed and submitted, that all reviews are completed and that approvals, including those from outside agencies, are obtained before proceeding to subsequent phases.
- Reports are to be prepared as provided for in these Terms of Reference, including any



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additional information the Engineering Consultant deems necessary.

- The Consultant will apply their professional seal and signature on each drawing and document where applicable
- Ensure proper records are maintained by the contractor(s), and that renovation activities are carried out within applicable safety codes.

DELIVERABLES

- Submit Bills of Quantities and Design Drawing for the respective sites
- Prepare summaries of financial proposals submitted by vendors
- Share Progress reports from sites with the Deputy Country Director
- Share Investigations reports from sites with the Foundation where applicable

MINIMUM REQUIREMENTS:

- Past experience in successfully handling similar projects in a comparable setting, attach atleast two copies of previous contracts executed.
- The consultant should possess a minimum of bachelor's degree in engineering with at least 5 years supervising major works.
- Submit a list of recent similar projects, including size and type, accompanied by names and phone numbers of references.
- Submission of legal documents such as certification of incorporation, trading license and VAT registration certificate for companies

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 renewal based on satisfactory performance and subject to funding.

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, under which *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 per 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	1. 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	2. 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 	20%
3. Total fixed price	4. Total fixed price for all activities including a fixed price per each of the 3 deliverables. 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)	5. CV/Resume for primary contractor POC(s) to oversee the project (i.e. the architect, project manager, or foreman)	25%
Total		100%



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PROPOSED TIMELINE:

DATE	ACTIVITY
19 th April, 2017	Release of RFP
1 st May, 2017	Submission of Inquiries directed to: Anita Prossy Mbazira anakiry@pedaids.org copied to procurementuganda@pedaids.org Any form of canvassing will lead to automatic disqualification of the firm
5 th May, 2017, 2:30 PM Eastern Time	Completed proposals must be delivered electronically by the deadline mentioned on page one to: (Anita PN Mbaziira; E-anakiry@pedaids.org , Procurement Manager, with a “cc” to (Patrick Ochaya, Procurement Office, pochaya@pedaids.org and procurementuganda@pedaids.org
19 th May, 2017	Final decision announced and Offerors notified
24 th May, 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 will 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.



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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.

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.