

REQUEST FOR PROPOSALS (RFP) # 1444626

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

Security Services for EGPAF Offices in Mozambique

FIRM DEADLINE: 22/08/2017

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. For more information, please visit <http://www.pedaids.org>.

The Foundation is seeking a provider for provision of 24h security services in EGPAF all Offices in Maputo, Nampula and Gaza (with districts included).

SCOPE OF WORK & DELIVERABLES

EGPAF now invites bids from eligible Suppliers for supply of all of the following items: Security guards with good mental and physical capability for all EGPAF Offices in Maputo, Nampula, and Gaza Provinces.

Duration of contract:

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

Responsibilities:

1. Ensure security of the building and goods, not indoor and outdoor (office enclosure) for 24hours
2. Control entry and exit of people
3. Ensure security of the employees vehicles and foundation visitors parked outside of the office from 6.00am to 7.00pm
4. Maintain security of the office and premises and goods for 24 hours
5. Provide a performance report of the security officers to be proposed.

FOUNDATION RESPONSIBILITIES

Provide address of all locations where the security guard is needed.

KEY CONTRACT TERMS

The Foundation will provide a Fixed Price Contract to the winning bidder. Unless stated otherwise in the Contract, the vendor is responsible for providing the items captured in the submitted quote.

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 contract and up to a maximum amount of (5%) of the monthly service cost. The Foundation will also have the right to cancel the contract without penalty and receive full payment for any potential costs already incurred and paid to the service provider.

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 **BEST VALUE** (i.e. the vendor that provides the best combination of price, service, quality and terms) 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 in the following table:

Evaluation Criteria	Submission Requirements	Weight of Criteria
1. Price Proposal	1. Price Schedule (see attachment B). - Price shall be quoted either in Meticaís. - Price for the supplies must include any duties, VAT if applicable, Delivery Duty Paid Incoterm in Mozambique and installation of the services for each site in Mozambique. Prices quoted by the Bidder shall be firm and fixed during the Bidder’s performance of the Contract and not subject to variation on any account. - In addition the Foundation may potentially need additional security services over the next several years. Please confirm in the bid that pricing will be maintained for additional services and indicate any potential price or volume discounts.	40%
2. Confirmation to the Technical Specifications & Warranty	2. Bidder's Confirmation of Specifications (see Attachment C). Any and all deviations from the proposed services. .	35%
3. References	3. Names and contact information for at least three references for work of a similar nature. . AND Letters of Reference from at the least three (3) reputable organizations confirming your company’s prior history with large procurements.	25%

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

- 1) Bid Form (see attachment C)
- 2) Signed stamped "Declaration of No Conflict of Interest" (see attachment D)
- 3) Valid Business License
- 4) Registration Certificate of VAT
- 5) Company Certificate of Registration/Incorporation
- 6) 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 phases of the contract. Phases and frequency of payments to be negotiated. This is the preferred payment method of the Foundation.

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
08 August 2017	Release of RFP to Vendors
11 August 2017	Submission of Intent to Bid submitted, in writing, and directed to the attention of the EGPAF for mozprocurementcommittee@pedaids.org
14 August 2017	Submission of inquiries related to this RFP directed to: mozprocurementcommittee@pedaids.org ; and kryan@pedaids.org ;
16 August 2017	Response to all inquiries released to all proposed bidders.
22 August 2017	Deadline for Quotation submission to the address: <i>Rua dos Sinais nº50/74, Maputo, Mozambique, and Telephone: (258) 21 488 903/5 (quotations to be submitted at our tender box at reception)</i> Note: The opening of the proposal will be at 10.00am in our office and all the competitors must be present.
23 August 2017	Review of Quotations and final meetings by Procurement Committee
25 August 2017	Final decision announced and Bidders notified
28 August 2017	Purchase Order and Service contract executed for installation of Storage Facilities.

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#1444626 /2017 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: Specifications

Minimum Required Specifications:

Nº	Goods / Commodities	Quantity	Delivery Address	Province
1.	Security Guard 24h	01	Rua dos Sinais nº50/74, Bairro Polana Cimento A, Ponta Vermelha	Maputo
2.	Security Guard 24h	01	Warehouse TBI	Maputo
3.	Security Guard 24h	01	Escritório, Hotel Taskin, Vila da Macia	Gaza
4.	Security Guard 24h	01	Rua Morguem, bairro Josina Machel, Distrito de Manjacaze	Gaza
5.	Security Guard 24h	01	Avenida Eduardo Mondlane, Bairro Cimento, Chibuto	Gaza
6.	Security Guard 24h	01	Avenida de Moçambique, Distrito de Chockwé	Gaza
7.	Security Guard 24h	01	EN1, Bairro 2, Chicumbane	Gaza
8.	Security Guard 24h	01	Estrada da Praia de Xai- Xai, Macamuine	Gaza
9.	Security Guard 24h	01	Rua de Nachingueia nº62	Nampula

For each security guard the CV with following information should be submitted.

- 1) Bio Data with photo
- 2) Elementary School, High School or Diploma
- 3) Appropriate security training
- 4) Previous work experience in similar U.S.G funded institution

Attachment B: Price Schedule

Price shall be quoted either in Meticaais.

Price must include any duties, VAT if applicable, **Delivery Duty Paid** Incoterm in Mozambique in each site in Mozambique. Prices quoted by the Bidder shall be firm and fixed during the Bidder's performance of the contract and not subject to variation on any account.

No:	Description of Good	Qty	Guarantee Duration	Unit Rate (MZN)	Total Price (MZN)
1	Security Guard 24h for 09 different locations	09			
				Taxes/VAT	
				GRAND TOTAL (MZN):	

Our above-mentioned cost includes all cost needed to provide the service as per the requirement of the Technical Specifications attached with this RFP.

Our Quotation is valid for 30 days from the date of Submission.

We are attaching herewith the documentary proof in support as authorization for the person signing the quotation.

Signature:

Name and Title:

Date:



Attachment C: Bidder's Confirmation of Specifications

Item No.	Description	Bidder's Specifications/Confirmation

Warranty: Please include a statement on length of product warranty:

By signing below, I confirm that our organization can provide the Foundation all the required goods in this quote that meet the minimum specifications required by the Foundation.

Signature: _____

Name and Title: _____

Date: _____



Attachment D: 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.