

## REQUEST FOR PROPOSALS #20180201

### LABORATORY TO CONDUCT SAMPLE TESTING

in support of

**ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)**  
**1140 Connecticut Ave. NW, Suite 200**  
**Washington, DC 20036**

**Firm Deadline: 19 January 2018**

The Elizabeth Glaser Pediatric AIDS Foundation, 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/>.

#### **SCOPE OF WORK CONTRACTOR DELIVERABLES**

The Foundation intends to enter into an Indefinite Quantity Contract (IQC) with an accredited laboratory in Southern Africa that can conduct testing of samples in support of Foundation activities throughout the region. The period of this IQC will be 12 months, with an option to extend for two (2) additional 12 month periods.

The IQC will be centrally managed from the Foundation's DC office. Work will be funded via task orders to be issued to the selected vendor as requirements are realized for the Foundation's country offices in Southern Africa.

The Contractor will be responsible for the following activities:

- a. Provide the following testing on samples submitted by the Foundation, on World Health Organization approved testing platforms.
  - a. HIV-1 Viral Load testing services of Dry Blood Spot (DBS) samples,
  - b. Provide resistance testing when necessary
  - c. Cervical Pap Smear
  - d. Cervical Biopsy (Histology)
  - e. L1letz Biopsy tests (Histology)
  - f. Microbiology/serology test for accurate biology diagnosis and sensitivity
  - g. HPV PCR testing.
- b. Provide results of all tests performed within one month of receipt of samples. Results shall be provided in electronic and printed formats.
- c. Store all tested samples for a minimum of 2 years after testing before discarding.

#### **KEY CONTRACT TERMS**

The agreement will be an Indefinite Quantity Contract (IQC), with fixed price task orders issued as requirements are realized. The period of this IQC will be 12 months, with an option to extend for two (2) additional 12 month periods at the proposed rates. Should the vendor wish to escalate rates upon exercise of the optional periods, the escalation should be noted in the submitted price proposal.

#### **EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:**

All bids will be evaluated against the following criteria. Each bid must contain the items listed in the Submission Requirements column in the following chart.

Evaluation Criteria	Submission Requirements	Weight (%)
1. Past performance of similar work	<ul style="list-style-type: none"> <li>• A minimum of 12 months experience in providing similar services</li> <li>• 2 reputable references with current contact information (phone number and email address). Please note that the Foundation will contact references for the highest evaluated vendor(s).</li> <li>• Company Profile</li> </ul>	50%
2. Price	<p>Fixed rate per test, for each of the following tests:</p> <ol style="list-style-type: none"> <li>a. HIV-1 Viral Load testing services of Dry Blood Spot (DBS) samples</li> <li>b. Provide resistance testing when necessary</li> <li>c. Cervical Pap Smear</li> <li>d. Cervical Biopsy (Histology)</li> <li>e. Lletz Biopsy tests (Histology)</li> <li>f. Microbiology/serology test for accurate biology diagnosis and sensitivity</li> <li>g. HPV PCR testing</li> </ol> <p>All tested samples shall be stored for a minimum of 2 years after testing before discarding.</p> <p>Partial bids will be accepted, should vendors not wish to provide rates for all tests listed.</p>	50%
Additional requirements	<ul style="list-style-type: none"> <li>• Valid trading license or company registration</li> <li>• Company Tax Clearance Certificate</li> </ul>	Pass/Fail

### **SUBMISSION REQUIREMENTS**

Please submit any questions by **10 January 2018** to: [kryan@pedaids.org](mailto:kryan@pedaids.org).

Complete bids must be delivered via email no later than **19 January 2018** to: [kryan@pedaids.org](mailto:kryan@pedaids.org).

### **ADDITIONAL INFORMATION**

Any bid not addressing each of the foregoing items could be considered non-responsive.

This invitation is not an offer to enter into agreement with any party, but rather a request to receive proposals from companies interested in providing the services outlined. Such bids 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, and/or enter into negotiations with any party.

The Foundation shall not be obligated for the payment of any sums whatsoever to any recipient of this RFQ until and unless a written contract between the parties is executed.

### **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 [fraud@pedaids.org](mailto:fraud@pedaids.org) or the Foundation's Ethics Hotline at [www.reportlineweb.com/PedAids/](http://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.

**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.