**REQUEST FOR QUOTATION #033**

**SALE OF A GENERATOR**

in support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

**(NAIROBI OFFICE)**

**Firm Deadline: 19th October 2018**

.**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>.

**PURPOSE/SCOPE OF WORK**

EGPAF Kenya wishes to sell a generator whose detail are as follows;

**GENERATOR & CHANGEOVER SWITCH**

* **Make**: PERKINS
* **Rating**: 16.5 KVA
* **Country Of Origin**: UK (England)
* **Year of Manufacture**: 2008
* **Year of Installation and Commissioning**: 2009
* **Age**: 9 Years
* **Running Hours**: 1950 hrs.
* **Conditions & Defects**: None
* **Canopy**: In good condition
* **Battery**: Rated 90 Ahrs

**NOTE: The generator is currently installed in Ariel House, Westlands Avenue, and Off David Osieli Road – Waiyaki way.**

**MINIMUM REQUIREMENTS:**

1. Provide proof of Identification i.e Copy of Kenyan Registration Certificate or Certificate of Incorporation or National ID.
2. Provide Copy of valid Tax Compliance Certificate/ PIN.

**KEY CONTRACT TERMS:**

The successful bidder is responsible for providing equipment and personnel required to decommission the generator and the switch.

**EVALUATION CRITERIA REQUIREMENTS:**

The Foundation will accept the proposals that presents the **Highest Price Technically** **Acceptable**. For any quote to be considered as responsive, it should first of all meet the conditions of sale below;

**CONDITIONS OF SALE**

1. All interested bidders are required to view the generator and verify the details. Sale will be **“ON-AS- IS -WHERE – IS – BASIS”.**
2. Sale is subject to reserve prices and necessary consent.
3. Successful bidder will be expected to pay by a bank transfer to the sellers account within a period of 7 days from the date of sale. Failure to pay by the successful bidder will result to loss of the Bid.
4. Conditions of sale are available on request at nairobiprocurement@pedaids.org . Viewing of the generator is possible during normal working hours by prior arrangement with ourselves on or before 12th October 2018.
5. The cost of removal and making good the premises of generator location will be on the successful bidder.
6. The seller has the right to reject any bid without giving reasons.

**Submission Requirement**

Proposals must be submitted via email to nairobiprocurement@pedaids.org no later than **19th October 2018** on or before **2.00pm** .

 **PROPOSED TIMELINE:**

**DATE: 8/10/2018** – Release of RFQ

**DATE: 08th – 12th October 2018** – Submission of Contractual and Technical Inquiries: The questions must be forwarded to nairobiprocurement@pedaids.org.

**DATE: 08th – 12th October 2018** - Viewing the generator and verifying the details by potential bidders. Request for viewing to be forwarded to nairobiprocurement@pedaids.org

**DATE: 19th October 2018** – Submission of completed proposals electronically through nairobiprocurement@pedaids.org. on or before 2.00 p.m.

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

**ADDITIONAL INFORMATION**

**All quotations must be identified by the unique RFQ# reflected on the first page of this document. Failure to comply with this requirement may result in non-consideration of your quotation.**

Any Quotation not addressing each of the foregoing items could be considered non-responsive. Any exceptions to the requirements or terms of the RFQ must be noted in the Quotation. The Foundation reserves the right to consider any exceptions to the RFQ to be non-responsive.

Late Quotations will be rejected without being considered.

This RFQ is not an offer to enter into agreement with any party, but rather a request to receive Quotations from persons interested in providing the services outlined below. Such Quotations shall be considered and treated by the Foundation as offers to enter into an agreement. The Foundation reserves the right to reject all Quotations, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

**Key Solicitation Terms and Conditions**

The following terms and conditions apply to all Requests for Quotations (RFQs) and, unless otherwise stated in the final agreement executed by both parties, all contracts issued by the Foundation. Preference will be given to vendors who can meet Foundation terms.

1. Participation in this solicitation is open to all legal vendors. EGPAF staff and their family members are not eligible to bid. These terms refer to all nationals and to all legal entities, companies or partnerships constituted under, and governed by, the civil, commercial or public law and having their statutory office, central administration 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.
2. These terms apply to all bidders and any contractors or members of a consortium. 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 resulting contract effectively.
3. All applicants are required to be registered and comply with all the laws of doing business in the applicable country where services will be rendered. The Foundation may, at its discretion, require the presumed winner of the procurement to provide a copy of a valid registration certificate and/or tax compliance (i.e. VAT) prior to awarding of the final contract. Failure to provide this information at that time may automatically disqualify a Vendor from selection.
4. All quotations and/or communications should be identified by the unique RFQ Reference Number reflected on the first page of the solicitation document. Failure to comply with this requirement may result in non-consideration of your submission.
5. Any quotations not addressing each of the submission requirements listed in the solicitation may be considered non-responsive and disqualify the applicant from final selection. Any exceptions to the requirements or terms of the RFQ must be noted in the final submission. The Foundation reserves the right to consider any exceptions to be non-responsive.
6. EGPAF reserves the right to terminate the final contract should the selected bidder be unable to fulfill its expected obligations.
7. By submitting a bid, all vendors certify that the person(s) involved in the preparation and collation of quotes were or are in no way associated or have any Conflict of Interests with the initial preparation of the solicitation, the tender documentation, or the subsequent evaluation, assessment, analysis, management, and decision-making process of this tender.

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 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 of 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/](http://www.reportlineweb.com/PedAids/) Any vendor/consultant who attempts to engage, or engages, in corrupt practices with the Foundation will have their disqualified and will not be solicited for future work.