Approximately one million people are currently living with HIV in Malawi. The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) began collaborating with local partners in 2001 to initiate one of Malawi’s first programs to provide prevention of mother-to-child HIV transmission (PMTCT) services. Currently, EGPAF-Malawi supports provision of comprehensive adult, adolescent, and pediatric HIV prevention, care, and treatment services in 179 facilities, providing technical assistance support to Malawian Ministry of Health (MOH), community- and faith-based organization health teams. EGPAF also conducts operations research and advocacy for national and local policies, guidelines, and resources to end pediatric HIV and Aids in Malawi. EGPAF request for quotations for the below listed service as outlined in the scope:

Quotation to be submitted in sealed envelopes by: **March 23, 2020 by 14:00hrs**

Quotation to be submitted to: **procurementmw@pedaids.org**

Services Required by: **30 March, 2020**

Location of service: **Lilongwe, Malawi –Nedbank House**

**THIS RFQ CAN ALSO BE ACCESSED AT:** [https://www.pedaids.org/contracting-opportunities/](https://www.pedaids.org/contracting-opportunities/)

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>VAT</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Thermal Barcode Labels for Specimen (2.250 inch x 0.750 inch) to be used on Thermal printer model TLP - 2844</td>
<td>150 Boxes (10 stickers per box)</td>
<td>Indicate VAT if you Charge.</td>
<td>Total Cost</td>
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<tr>
<td>Direct Thermal Barcode Labels for Blood Bank (4 inch x 1.5 inch) to be used on Thermal Printer model TLP - 2844</td>
<td>80 Boxes (10 stickers per box)</td>
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**TOTAL COST**

This RFQ includes a request for Option rates and the Foundation will insert an option clause into the initial contract. If the Foundation wishes to exercise its option to purchase additional quantities of certain items in the estimated timeframe proposed, please indicate in your bid either:

1. The fixed prices that will be applied to each additional option item purchased; or
2. The maximum percentage rate with which those prices will increase (for example, “The prices in the attached quote will increase no more than 1.5% during the period with options may choose to be exercised by the Foundation”).

If not otherwise specified in the quote, bidder agrees to the firm fixed prices for each option quantity requested in this solicitation. The option rates will be included in the initial contract(s) agreed upon by both parties. If a bidder is unable to provide a priced option at this time or should
any of the services offered by the vendor become unavailable, or unavailable at the unit rate originally proposed, the contractor will inform EGPAF of those issues prior to the exercise of the next option. Pricing shall otherwise remain fixed at the originally agreed-upon rates.

**SPECIAL INSTRUCTIONS**

All quotations must indicate VAT separately and state the following:
1) The delivery timeframe after receiving a confirmed order.
2) Validity Period of quotation
3) The terms of payment
4) Attach a copy of Business Registration Certificate
5) Attach a copy of Annual Tax Clearance Certificate

*Note: Only Quotations which meet the minimum Special Instructions shall be considered.*

**KEY CONTRACT TERMS:**
The anticipated award will be a Fixed Price Contract, with a Purchase Order (with option quantities) issued as per the need, to the Lowest Price Technically Acceptable bidder. Contractor is responsible for providing equipment and/or supplies required to perform the services.

**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/Contractors 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 available online at the following link: www.reportlineweb.com/PedAids. Any vendor or Contractor 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.

**RESPECT AND PROTECTION OF CDC:**
Please note that in submitting a response to this solicitation, the Offeror understands that CDC is not a party to this solicitation and the Offeror agrees that any protest hereunder must be presented—in writing with full explanations—to EGPAF for consideration, as CDC will not consider protests made to it under CDC-financed subcontracts. EGPAF, at its sole discretion, will make a final decision on the protest.