

## **ACHIEVING HEALTH NIGERIA INITIATIVE CALL FOR EXPRESSION OF INTEREST (EOI)**

### **(A) BACKGROUND**

Achieving Health Nigeria Initiative (AHNi) is a non-profit organization that promotes socio-economic development by supporting health and research in Nigeria. AHNi currently has its headquarters in Abuja and operational presence in Eighteen (18) States across the six geopolitical zones.

In accordance with procurement best practice. AHNi is calling for Expression of Interest (EOI) from qualified, interested, competent and duty established companies, suppliers and service providers in Abuja and in the State Offices listed for the following:

### **(B) GOODS/SERVICES/WORKS CATEGORY**

<b>REF NO.</b>	<b>DESCRIPTION OF GOODS/SERVICES/WORKS</b>
EOIAHNi01	Medical Laboratory Consumables
EOIAHNi02	Medical Laboratory Equipment
EOIAHNi03	Design and Printing (e.g. manuals, banners, posters, vouchers, reports, stickers, t-shirts, flogs etc.)
EOIAHNi04	Office Furniture (e.g. tables, chairs, cabinets, work station, bookshelf etc.)
EOIAHNi05	IT Equipment and Consumables (e.g. Computers, printers, projector, toners and cartridges, UPS, Scanner etc.)
EOIAHNi06	Enterprise Resource Planning (Software development and deployment)
EOIAHNi07	IT Service Provider and Networking (e.g. Internet Access, WLAN cabling, PABX, Desk phones setup etc.)
EOIAHNi08	Automobile company (e.g. Supply of vehicles)
EOIAHNi09	Vehicle Repairs and Maintenance

EOIAHNI10	Supply of Vehicle Parts and Accessories (tyres, battery, tom rope, fire extinguisher, jump start cable, t
EOIAHNI11	Generators Company Supply
EOIAHNI12	Generator Repairs and Maintenance
EOIAHNI13	Hotel Services (e.g. Accommodation for training, workshop, seminar)
EOIAHNI14	Supply of Non – Food Relief and Hygiene Materials (e.g. Tents, plastic chairs, Plastic tables, sanitary p soap, slippers, wrappers, well bucket, cups, jerrycon etc.)
EOIAHNI15	Skill Acquisition Materials (including materials for hand fan and hat making, soap mating beads-making
EOIAHNI16	Office Equipment (Supply of photocopier, UPS, projectors, inverters, inverter battery, solar equipment
EOIAHNI17	Janitorial Services (Outsource cleaning and fumigation, etc.)
EOIAHNI18	Diesel Supply (AGO)
EOIAHNI19	Registered Clearing Agent (for imported Goods)
EOIAHNI20	Newspaper Advertisement and Media Publications
EOIAHNI21	Registered Agent for Vehicle Registration and Renewal of Particulars
EOIAHNI22	Insurance Brokers (Brokerage service covering motor vehicles, assets, personnel, fidelity, warehouse,
EOIAHNI23	Car and Boat Hire Services (Solon cars, minivan, jeep, pickup truck, space-bus, speedboat, canoe, et
EOIAHNI24	Courier/Bulk Cargo/Haulages Services

EOIAHNI25	Renovation of Infrastructure (Infrastructural upgrade of schools, health facilities, office and guest houses)
EOIAHNI26	Security Services (Man-Guards)
EOIAHNI27	Supply and installation of air-conditioners and its related accessories/parts
EOIAHNI28	Travel Agency (e.g. Airline booking and ticketing)
EOIAHNI29	Partitioning, Installations and Interior Works
EOIAHNI30	Office Stationery and Cleaning Consumables (e.g. printing paper, biros, flipchart, folders, markers, and other consumables)
EOIAHNI31	Supply, Installation and Maintenance of Fire Extinguishers
EOIAHNI32	Registered Bureau De Change (foreign exchange payment and conversion, etc.)
EOIAHNI33	Catering Services (e.g. group lunch, tea, snacks and refreshment, etc.)
EOIAHNI34	Supply of Household Equipment (e.g. refrigerator, television, water dispenser, air-conditioner, etc.)
EOIAHNI35	Photocopier and Multifunctional Machines (e.g. supply of parts, reusables and total report maintenance)
EOIAHNI36	Facility Maintenance (Plumbing, electrical and structural repairs, etc.)
EOIAHNI37	Communication Equipment (Iridium, VHF, UHF, Thurayo Phone, recharges and installation etc.)

**IMPORTANT NOTICE:** Existing vendors should consider this EOI as a revalidation exercise and are required to participate, all hitherto existing vendors will be delisted and relisted again through this exercise.

**(C) SUBMISSION PROCEDURE AND INSTRUCTIONS:**

You are expected to submit your expression of Interest (EOI) to location(s) that you have operational presence only. Hard copies of the EOIs documents should be bound together, sealed in an envelope and marked on the top right side with category reference number and category description. Example

“EOIAHNI01- MEDICAL LABORATORY CONSUMABLES”. All quotation must be addressed and submitted to the location(s) of interest as listed below:

<b>AHNI OFFICES</b>	<b>SUBMISSION ADDRESSESS</b>
HQ-Abuja	GODAB Plaza, Plot 1073 J.S. Tarka Street Area 3, Garki, Abuja-FCT.
Edo State Office	Vinco & Mike House 21 Benoni Hospital Road Opp. NDIC, GRA, Benin, Benin.
Kaduna State Office	No. 26. Kinsasha Road, Ungwan Rimi, G.R.A., Kaduna North, Kaduna, Kaduna State
Oyo State Office	No. 4A. Rotimi Williams Avenue Old Bodijo Estate, Ibadan, Oyo State
Imo State Office	124 Area Old 'D', No. 8 Winners Ring Road, Behind Owerri Hotel Plaza, Port Harcourt Road, C
Akwa Ibom State Office	Wing A, Unit C Plot 68, Ewet Housing Estate, Uyo, Akwa Ibom State
Rivers State Office	No. 8 Woji Street, Off Evo Road, Opp. NAFDAC Office, GRA Phase 2 Port Harcourt, Rivers St
Kano State office	No. 3 Sabo Bakin Zuwo road opposite Kano state government house, Kano, Kano State.
Cross River State Office	4 <sup>th</sup> Avenue/12B Bishop Moynach avenue, State Housing Estate, Colabar, Cross River State.
Bayelsa State Office	ATM Research Cerate, inside 500 Bed Hospital, Imgbi Road, Amorato, Yenagoa, Boyelsa Stat
Jigawe State Office	Block 1, Old Secretariat, Ministry of Health, Behind Jigawa Pension House, Along Kiyawa Roa
Adamawa State Office	Kashim Ibrahim Way, by National Onchocerciosis Project Office, Opp. JAMB Office Jimeto-Yo
Borno State Office	4 Hamman Maiduguri Street, Ali Kotoko Close Off Lagos Street Behind MTN Office, Old GRA,
Yobe State Office	Ministry of Health Along Gujba Road, Adjacent to the State Specialist Hospital, Damaturu, Yob

Anambra State Office	Road 1, Plot 4, Prof Ejiofor Sir., Udoka Estate, Awka, Anambra State.
Lagos State Office	Tisco Plaza, 3rd Floor, Alhaja Ashabi Cole Street, CDB Alausa, Ikeja, Lagos State.
Bauchi State Office	FHI360, Bacatma Cold Store, Opposite City Store, Old Misoba Junction, Jahun, Bauchi, Bauchi State.
Kebbi States Office	Kebbi State Universal Basic Education Board Birnin Kebbi, Kebbi State.
Niger State Office	Niger State Universal Basic Education Board Minna, Niger State.

**(D) INSTRUCTION TO PROSPECTING VENDORS**

All companies and interested Vendors are required to download AHNi Vendor Registration Form by sending an email to this address: [eform\\_registration@ahnigeria.org](mailto:eform_registration@ahnigeria.org) using this Subject 'Request for Vendor Registration Form'. An auto responder will email this form to your inbox. Kindly print complete and submit same as part of your EOI documentation. Email submissions are NOT ALLOWED.

**(E) ELIGIBILITY AND SELECTION CRITERIA**

The minimum eligibility requirement and selection criteria are as follows:

- (1) Cover Page (indicating category(s) of interest and related LOT Numbers);
- (2) Company Profile: registered address(s), official/functional emails, telephone numbers and point of contact for the company.
- (3) Evidence of legal registration document of the company (CAC, FORM C07 and FORM C02);
- (4) Tax Clearance Certificate for 2015, 2016 and 2017;
- (5) Tax Identification Number (TIN);
- (6) Evidence of Financial Capability (Audited Accounts for the last 3 years);

(7) Bank Reference Letter duly addressed to AHNi Procurement Committee;

(8) Evidence of Registration with Professional Organizations. Regulatory Bodies, Manufacturers and/or Certificate of Authorized Dealership and Distributorship with Make, Brand, Equipment, Machine and/or accessories as it relates to field of business endeavour;

(9) Evidence of possession of experience in the fine of business you are applying for. Prospecting Vendors must provide at least 5 copies of completed Job Orders and proof of deliveries in areas of interest;

(10) Provide reference letters from at least 5 reputable organizations, preferably NGOs, attesting to active or past business relationship and level of performance (the letters must have relevant contact persons, telephone numbers and emails);

(11) Other relevant supporting document that could aid your expression of interest

**(F) ADDITIONAL INFORMATION:**

- AHNi is Value Added Tax (VAT) exempted but deducts withholding tax (WHT) in compliance with relevant Nigeria Tax Laws.
- For clarification on any aspect of this EOI advertisement please send an email to: [eoiprocurement@ahnigeffia.org](mailto:eoiprocurement@ahnigeffia.org) quoting "Expression of Interest/Vendor Registration" as the subject of the email. Kindly quote the reference number for specific details about good /services /work category's).
- As part of the prequalification process. AHNi may visit the location(s) of prospecting vendors to assess their physical presence, capacity and capability.
- Only successful pre-qualified vendors would be invited to participate in AHNi's routine Solicitation for Quotation (SFQ), Invitation to Bid (ITB) and/or Request for Proposals (RFP) for the next one (1) year.
- You are expected to limit yourself to where you have experience, required documentations and operational presence.
- Any unsolicited attempt to influence AHNi internal selection process in favour of tiny company(s) will result in immediate disqualification.
- A company cannot express interest in more than three (3) categories and must be guided by the following: (a) must have operational presence for each category, (b) must actively operate the businesses, (c) must express such Interest separately for each category with full documentation and requirement that will make it eligible.

**(G) DEADLINE FOR RECEIPT OF EXPRESSION DOCUMENT**

All EOIs document must be delivered **on or before 5:00pm local time on Thursday 28 February, 2019**. AHNi reserves the right to reject any submission after this date and time.

**DISCLAIMER**

This call for Expression of Interest (EOI) does not amount to a commitment on the part of AHNi and nothing in this EOI shall be construed as a form of binding legal contract AHNi reserves the right to accept or reject any oral the submissions without any obligation to inform the affected applicants the ground for the acceptance or rejection. The potential subsequent procurement will be governed by AHNis Procurement Policy and Procedures.

This EOI Advertisement and Vendor Registration Form are provided free of charge to all prospecting vendors.