

**FAMILY HEALTH INTERNATIONAL (FHI360) REQUEST FOR QUOTATION (RFQ):  
RENOVATION OF STAFF GUEST HOUSES IN NGALA PR/MAED/2018/0608**

**Request for Quotation Details**

RFQ#	PR/MAID/2Q18/8608	Currency of Bid (3-Letter code):	NGN
RFQ Issuing Date.	12th June 2018	Bid Validity Period (days)	3 Months
<b>RFQ Closing Date:</b>	<b>26th June 2018</b>	Required Delivery Date:	24th July 2018
<b>RFQ Closing Time</b>	<b>4:00pm</b>	Project Location	Ngala Local Government, Borno State

**(A) BACKGROUND**

Family Health international {FHI360} is a not-for profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes expert in health, education, nutrition, environmental, economic development, civil society, gender equality, youth, research and technology, creating a unique mix of capabilities to address today's interrelated development challenges. With funding from USAID's office of foreign Disaster assistance (OFDA), FHI360 is supporting the Government of Nigeria (GON) to enhance sustained cross-sectional integration of WASH, Health and Protection services by building Nigeria Capacity to deliver sustainable high quality, comprehensive humanitarian services in Northeastern Nigeria.

<b>S/NO</b>	<b>Description</b>	<b>Units</b>	<b>Quantity</b>
1.	Renovation of Guest House Flat No. 9	Lot	1
2.	Renovation of Guest House Flat No. 11	Lot	1
3.	Renovation of Guest House Flat No. 14	Lot	1

**(B) SCOPE OF WORK**

- Elaborate a work schedule for each Guest House including expected material delivery and completion dates.
- Submit weekly progress reports to the designated FHI360 technical officer on all active projects.
- Purchase all materials and tools required to complete work to the standard specified in the technical drawings, as verified by the designated FHI360 technical officer.
- Deliver all materials and tools required to the project site.
- Provide a foreman or site supervisor for all project locations during any scheduled working times.
- Undertake site safety measures during ongoing work (eg. Temporary fencing, site delineation, visibility marking) to prevent accidental injury at incomplete worksite
- Schedule material transport with FHI360 to coordinate necessary security escorts to project sites.
- Clear sites of excess material and refuse prior to requesting completion certificate.

- Upon completion, request site assessment from FHI360 to certify work.

**INSTRUCTION TO BIDDERS**

FHI360 invites qualified vendors submit quotations for the above-mentioned services FHI360 anticipates awarding one or more contracts as a result of this RFQ, but reserves the right to terminate the RFQ or negotiations at any time prior to award

The technical specifications and bills of quantities for the work required are available via auto-response email to [ghrenovationNgala@ng.fhi360.org](mailto:ghrenovationNgala@ng.fhi360.org)

**EVALUATION FACTORS AND SELECTION CRITERIA**

Interested companies should ensure that all requested information is included in their submission Proposals will be evaluated based on a technically acceptable, lowest price model. Proposals that do not meet technical acceptability standards will not be evaluated on cost.

Please-review the, tables below for required components of all proposal submissions. Evaluators will neither make assumptions nor draw inferences regarding missing or incomplete information. The submission of incomplete information could result in the rejection of the proposal.

No	Proposal Requirement	Evaluation Criteria
1.	Company profile with registered address, functional email address, telephone number and point of contact for the entity	Acceptable / Unacceptable
2.	Evidence of company registration (i.e. Certificate of incorporation issued by Corporate Affairs Commission).	Acceptable / Unacceptable
3.	FIRS-Issued Certificate of Tax Clearance for 2015, 2016 and 2017	Acceptable / Unacceptable
4.	List of past performance of similar projects including, contracting entity (NGO, Government, etc), value of contract and evidence of completion	Acceptable / Unacceptable
5.	Three professional references including name, phone number and organization that can attest to satisfactory performance in previous provision of related services	Acceptable / Unacceptable
6.	Detailed and diagrammatic work plan for the renovation of each of the guest houses showing job completion period	Acceptable / Unacceptable

Bidders must submit request for any clarification and further information concerning this solicitation in writing via email

to [mmuhammad@ng.fhi360.org](mailto:mmuhammad@ng.fhi360.org) and [mdaniel@ng.fhi360.org](mailto:mdaniel@ng.fhi360.org) **not later than 4:00pm, 21st June 2018**, Complete quotations must be submitted in hard copy (in a sealed envelope and signed by authorized representative of the bidding company) **on or before 4:00pm 26th June 2018** to the following addresses:

**Crisis Response Procurement Team,**

**Family Health International (FHI360),**

**18, Shehu Sanda Kyarimi Crescent, Off Oambo Road, Old GRA, Maidiuguri, Borno, Nigeria.**

**Envelope should be labelled “Renovation of Guest Houses in Ngala”**

At the point of submission of bid in sealed envelope, company representative must make sure to sign the bid register as evidence of submission.

Any quotation received by FHI 360 after the deadline for submission stated herein shall be rejected.

Issuance of this RFQ in no way constitutes a commitment by FHI360 to award a contract FHI 360 reserves the right to vary any part of this RFQ at the time of or prior to award if it be necessary.

This procurement is funded by the U S Agency for International Development (USAIO) and is subject to the applicable rules and regulations of US Government Funded awards.

FHI 360 is value added tax (VAT) exempted, but charges Withholding Tax (WTH) in compliance with Relevant Nigerian laws

#### **RIGHT TO SELECT/REJECT**

FHI 360 reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive quotations and to terminate negotiations without incurring any liability.

All information submitted in connection with this RFQ will be valid for sixty (90) days from the RFQ due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levies and all other information, If your firm is awarded the contract, all information in the RFQ and negotiation process is contractually binding,

## **RESERVED RIGHTS**

All RFQ responses become the property of FHI 360, who reserves the right in its sole discretion to:

- To disqualify any offer Based on offeror failure to follow solicitation instructions.
- Extend the time for submission of all RFQ responses alter notification to all offerors .
- Terminate or modify RFQ process at any time and re-issue the RFQ
- Issue multiple awards based on solicitation activities
- FHi 360 will not compensate vendors for preparation of their response to this RFQ.
- FHI 360 shall not be obligated to order any minimum or maximum quantities of services or products.