

**FHI360 REQUEST FOR QUOTATION (RFQ): SUPPLY OF WASTE COLLECTION & LATRINE CLEANING TOOLS**

**REF: PR/MAID/2018/1035-36**

<b>Request for Quotation Details</b>			
<b>RFQ#</b>	<b>PR/MAID/2018/1035-36</b>	<b>Currency of Bid (3-Letter code):</b>	<b>NGN</b>
		Bid Validity Period (days)	6 Months
RFQ Closing Date:	30 October 2018	Required Delivery Date:	10 November, 2018
RFQ Closing Time	5:00pm	Required Delivery Destination:	FHI360 Maiduguri Office

**(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.

FHI360 Borno State Office is hereby seeking to engage the service of qualified companies for the supply of waste collection and latrine cleaning tools as follows:

<b>DESCRIPTION</b>	<b>SPECIFICATION</b>	<b>UNIT</b>	<b>QUANTITY</b>
Hard Broom	Hardbrite back, hard maroon PVC bristles flex and wooden handle	Piece	1020
Soft Broom	Locally-made broom	Piece	1020
Plastic Waste Bin	20 liters with cover	Piece	1010
Gum Boots	PVC, water & mud proof	Pairs	270
Nose mask	3-ply free size flexible nose support	Piece	33,000
Heavy Duty Gloves	Long, water-proof heavy-duty glove	Piece	1030

Antiseptic Detergent	4 Liter Gallon Liquid Antiseptic / Disinfectant	Piece	1000
Wheelbarrow	Metallic wheelbarrow with re-enforced steel, multi-purpose- 13"X3", 0.81- 1.6mm tray thickness and 130kg load capacity	Piece	10
Spade	Heavy-duty digging spade, with polished blade, weather-proof hardwood shaft, solid forged carbon steel head & socket. Size: 305m(12") X 208mm(8")	Piece	10
Shovel	Heavy-duty stainless steel round shovel Shaft: 812mm; Head Size: 300X225mm	Piece	10
Rake	12-fingers locally made rake with metallic handle	Piece	10
PPE Apron	Plastic, vinyl & water proof	Piece	30
PPE Rain Coat	Knee-length PVC coated fabric. 100% polyester	Piece	30
Plastic Waste Bins	240L plastic waste bin with 2 wheels for waste collection.	Piece	750

## 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.

## TECHNICAL EVALUATION

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	Acceptable/ Unacceptable

	Corporate Affairs Commission), Form CAC 2 and Form CAC 7 (or Form CAC1.1 that was introduced as replacement of the two)	
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

Bidders must submit request for any clarification and further information concerning this solicitation in writing via email to [CRprocurement@ng.fhi360.org](mailto:CRprocurement@ng.fhi360.org) **not later than 5:30pm Tuesday, 23 October, 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 5:00pm Tuesday, 30 October, 2018** to the following address:

Crisis Response Procurement Team

Family Health International (FHI360),

No. 4 Hamman Maiduguri Street, Off Lagos Street (Behind MTN Office) Maiduguri, Borno State, Nigeria

- Envelopes should be properly labelled “Supply of Waste Collection & Latrine Cleaning Tools” At the point of submission of bid, company representative must make sure to sign the bid register as evidence of submission.

Any quotation received by FHI360 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. FHI360 reserves the right to vary any part of this RFQ at the time of or prior to award if it becomes necessary.

This procurement is funded by the U.S Agency for International Development (USAID) 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. Please note that selected bidders will be required to provide samples of materials for approval before final supply.

## **REQUEST FOR QUOTATION FIRM GUARANTEE**

All information submitted in connection with this RFQ will be valid for sixty (60) days from the RFQ due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, 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 after notification to all offerors.
- Terminate or modify the 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 and assumes no commitment, financial or otherwise.