

Overview

ASSOCIATION FOR REPRODUCTIVE AND FAMILY HEALTH (ARFH)

INVITATION TO BID FOR SUPPLY OF MEDICAL ITEMS/CONSUMABLES ASSOCIATION FOR REPRODUCTIVE AND FAMILY HEALTH (ARFH)

RFQ NO: ARFH-LAG-20210624

INTRODUCTION AND PURPOSE

Association for Reproductive and Family Health (ARFH) is one of the leading Nigerian Non-Governmental Organizations implementing programs for improving Reproductive Health and Family planning (RH/FP), Care and Treatment of HIV/AIDS, Tuberculosis (TB) and Malaria etc. **ARFH**, under a USAID funded OVC project: **Integrated Child Health and Social Services Award (ICHSSA)** in Lagos State requests quotes for the supply of medical and health related consumables/equipment to enhance safety of staff and partners.

SUBMISSION REQUIREMENTS

The bidders quote must provide a detailed response and supporting documentation, where applicable as follows:

- (a) The bidder should visit www.arfh-ng.org to download the complete RFQ document, populate same, and submit along with other documents deemed relevant.
- (b) All submissions must be received by the due date of the RFQ, July 23 2021. Please ensure you or proxy sign the RFQ delivery list at the office.
- (c) Indicate clearly the RFQ Number on the Envelope.

Items to be procured

S/NO	ITEM	QUANTITY	UNIT COST	TOTAL COST
1	Eye Goggles/Face Shields	4,752 units		
2	Lab Coats	270 units		
3	Hand Gloves (non powdered)	3,996 packs		
4	Automatic Soap/Sanitizer Dispenser	351 units		
5	Hand Sanitizers 70 ml, Min of 70% Alcohol, Aromatic, free of granule after usage, in a resealable bottle.	4,482 Bottles		
6	5 Ltr Gallon of Hand Sanitizer, Min of 70% Alcohol, Aromatic, free of granule after usage, not easily congealed.	207 Gallons		

7	Infrared Thermometer	216 units
8	Disinfectant Atomizer/Spray gun	216 units
9	Dettol 250ml	2,970 bottles
10	Footpedal Sanitizer, Water, Soap Dispenser	1 unit
11	50cl bottle 2sure personal disinfectant	4,752 units
12	Whole Body Sanitizer	1 unit
13	Face Masks	48,600 packs
14	Hand Sanitizers 500 ml, Min of 70% Alcohol, Aromatic, free of granule after usage, in a resealable bottle.	1,350 units

PROPOSAL FORMAT

In order for ARFH to conduct the most efficient quote evaluation, bidders are required to organize their proposals as noted below:

- Cover Page
- Cost being offered for goods
- Contact details of authorized representative
- Evidence of similar jobs
- Declaration of warranty on equipment/devices

Proposals must be organized according to the submission requirements and proposal format above. Proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFQ requirements. Proposals which fail to address each of the submission requirements above may be deemed non- responsive and will not be further considered. Note that responses to RFQ requirements must be specifically answered within the context of the submitted proposal.

Proposal Evaluation

ARFH is committed to a transparent process of award and selection of a Vendor. An evaluation team will review, in detail, all proposals received to determine the best value.

The following parameters will be used in evaluating the Proposal:

- Cost 40%
- Validity of Quote 10%
- Warranty on Products 20%
- Evidence of previous Work 30%

Discretion

ARFH may choose to issue as many or as few agreements as deemed necessary. Offers/Quotations Prices must be inclusive of all costs, and should be in NGN Quotes and prices should remain valid for ninety (90) calendar days from closing data of advert.

There is no reimbursement for costs associated with preparing or submission of proposals in response to this RFQ or costs associated with possible award negotiation.

ARFH may choose to work outside the Proposal Evaluation timelines without incurring any liability.

ELIGIBILITY TO BID

Vendors who submitted pre-qualification documents during the last Expression of Interest, and have been registered on the ARFH ICHSSA Vendor List, are eligible to bid for these Items.

Vendors who have never submitted pre-qualification documents to ARFH should bundle with their quotes the following documents for their quotes to be eligible:

- Incorporation Documents
- Evidence of Tax Payments and TIN details
- Audited Reports from the Last three years
- Evidence of similar Jobs done, including copies of LPOs executed
- Reference Letters from Clients
- Evidence of Bank Account in Company Name
- Evidence/Declaration of Good Financial Standing and ability to executed Contracts
- Company Profile listing auhorised signatories, physical office addresses amongst others
- Other documents that may be deemed relevant

SUBMISSION OF PROPOSAL & CLOSING TIME

Please submit Hard copies of proposal **IN SEALED ENVELOPES** to the ARFH Procurement Committee at ARFH Lagos Office, Plot 16 Collins Onabule Crescent, Diamond Estate, off CMD Road, Magodo Lagos. Proposal are due by **July 23, 2021 17oohrs GMT +1**. Proposals must be submitted by the date and time specified above.

Anti-Corruption Notice

Under no circumstances whatsoever are commissions or undisclosed reverse payments to ARFH Staff or proxies be made authorized. No gift, gratuity or remuneration of any kind shall be made to any ARFH Staff as a result of this request