

**FAMILY HEALTH INTERNATIONAL (FHI360)
INVITATION TO TENDER FOR OFFICE EQUIPMENT**

BACKGROUND

With funding from the Global Fund, Family Health International (FHI360) is collaborating with Achieving Health Nigeria Initiative (AHNi) to support the government of Nigeria to enhance sustained cross-sectional integration of HIV/AIDS services by building Nigeria’s capacity to deliver sustainable high quality, comprehensive, prevention, treatment, care and related services in Nigeria.

FHI360/AHNi is inviting qualified and interested companies to submit sealed quotations for the supply of the following:

DESCRIPTION OF THE REQUIREMENT

LOT NUMBER	DESCRIPTION GOOD/SERVICES	OF QUANTITY	DELIVERY LOCATION
	Laptop Computer (Intel Core i5, 2.3GHZ or higher, 8GB RAM DDR4,500GB HDD, Window 10 Pro / Window 7 Pro	168	
	Desktop Computer (Core i5(6th Gen) 3.2GHz or higher. 8GB SDRAM, 500GB HDD, Window 10 Pro /Window 7 Pro	15	
	Uninterrupted Power Supply (UPS)	68	
	LaserJet Printers	40	
	Wireless Router (MR18-HW)	22	
	Projector and Screen	15	
2017 – ITTAHNI01	Software (office 2013 License)	183	
Supply Office Computers and Application Software	Software (QuickBooks Desktop Enterprises- 10	6	Abuja

	Software (Antivirus Latest Edition)	183	
2017-ITTAHNI02	Digital Photocopier	20	
Supply of Photocopier	AlHn – One Photocopier	8	Abuja
	Air Conditioner – 1.5 HP Split Unit (with Installation Kits)	30	
	Water Dispenser (Hot and Cold Knob)	18	Abuja, Uyo, Port
2017-ITTAHNI03	Refrigerator (132 Liters)	5	Harcourt, Ibadan,
Supply of Household Equipment	Electric Kettle (1.8L Energy Efficient)	5	Kaduna and Owerri

INSTRUCTION TO BIDDERS

Interested Bidders should contact Achieving Health Nigeria Initiative (AHNI) to express their interest and request for Complete Tender Documentation containing Scope of Work (SoW) and detailed Specifications starting from **11th April, 2017 to 25th of April 2017 via below email:**

AUTO RESPONSE EMAIL

LOT NUMBER

DESCRIPTION

Tender1@ahnigeria.org	2017-ITTAHNI01	Supply of Computer and Application Software
Tender2@ahnigeria.org	2017-ITTAHNI02	Supply of Photocopier
Tender3@ahnigeria.org	2017-ITTAHNI03	Supply of Household Equipment

SELECTION CRITERIA (Skill, Abilities and Qualification)

Please read this section carefully and be sure that all requested information is included in your submission. Evaluators will not make assumption and or draw inference regarding missing or incomplete information. Note that the submission of incomplete information could result in the rejection of bids

The Minimum Eligibility requirement are as follows:

- (1) *Tender Cover Page*

- (2) *Company Profile: registered address, functional email and telephone numbers and point of contact for the company;*
- (3) Evidence of legal registration document of the company (including CAC; FORM C07, FORM C02 etc.);
- (4) Tax Clearance Certificate for 2014, 2015 and 2016
- (5) Approved Partnership, Dealership or distributorship certificate as applicable
- (6) Evidence of Financial Capability (Audited Accounts for the last 3 years and Bank Reference Letter)
- (7) Evidence of possession of experience in similar Jobs: Bidders must provide copy(ies) of Job Order and proof of delivery
- (8) Reference Letter (s) from and organization of similar award size, scope and complexity within the last 5 years attesting to satisfactory Performance.
- (9) Cost /quotation to the delivery location including Installation

In addition to cost, kindly indicate clearly, the following commercial conditions in your quotation:

- (1) Payment Terms
- (2) Delivery Time
- (3) Quotation Validity
- (4) Warranty terms
- (5) After sales support

SUBMISSION PROCEDURE:

Financial (Cost Quotation) and Technical Bid (all other required documentations) must be in separate envelop and titled appropriately, E.g. **“2017-ITTAHNI02 – Supply of Photocopier”**. Completed tender document must be submitted to **“The Procurement Committee, AHNI, Abuja, Nigeria”** and signed by the authorized representative of the bidding company and deliver on or before 5:00pm, on Tuesday 25th April, 2017 to the following address:

Achieving Health Nigeria Initiative (AHNi), 3rd Floor, Coscharis Plaza, Plot 107, Faskari Street, Area 3, Garki, Abuja, Nigeria

For Clarification on any aspect of this Notice of Tender advert, please send an email reflecting the **LOT Number** to eoiprocurement@ahnigeria.org (E.g. 'Request for Clarification-2017-ITTAHNI03).

This procurement is funded by the Global Fund and is subjected to the applicable rules and regulations of Global Funded awards. AHNI is Value Added Tax (VAT) exempted, but charges WHT (Withholding Tax) in compliance with relevant Nigeria TAX Laws

ITT COMPANY'S GUARANTEE

All information submitted in connection with this Tender notice is valid for 60 days from the ITT due date. This include but not limited to cost, pricing, terms and conditions, service level and all other information.

RIGHT TO SELECTOR REJECT

AHNI reserves the right to select and negotiate with those company it deems in its sole discretion to be qualified for competitive bid and to terminate negotiation without incurring any liability. Issuance of Bid Document does not constitute a commitment by AHNI to award a contract.