

Overview

INVITATION TO TENDER NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)

Preamble

The National Agency for the Control of AIDS (NACA) has received funding from Global Fund in continuance of the pursuit of its statutory responsibilities for HIV/AIDS treatment, care & Support and strengthening of health systems in Nigeria by further addressing the gaps in the National HIV prevention and treatment program.

In its efforts to create good working environment for its staff to carry out their responsibility effectively and efficiently, the Agency is seeking for qualified professionals in the **Repair of Printers and Photocopiers across the various units/departments of the Agency**, In compliance with the provisions of the Public Procurement Act 2007, the Agency, therefore invites Priced Quotations from reputable Companies and Contractors for the immediate repair of the under listed Items:

S/N	TYPE OF MACHINE	QTY	COST OF REPAIRS
1	Hp Printer 2015	7	
2	Hp Printer 2050 Series	3	
3	Sharp Copier AR6020	7	
4	LaserJet Pro M426FDN	1	
5	Hp office jet 4500 model	1	
6	Sharp copier AR5520	1	

7	Samsung printer M2020w	1
8	HP Printer 1102	2
9	HP Printer Pro 400 Series	4
10	Coloured Printer HP	1
11	HP Printer 1320	1
12	HP Printer	1
13	Sharp Copier MX/M464	3
14	HP Color LaserJet 5500	5
15	HP Pro 400 MFP Series	2
16	HP Color LaserJet 5225	1
17	HP Scanjet Pro 4500 fn1	1
18	Hp Printer 2035	1

Consequently, you are thus invited to come for inspection of the faulty Printers and Photocopier Machines and thereafter submit your priced quotation in accordance with the specification provided above to reach the undersigned on or before **12.00 noon on the 28th Day of October 2020.**

Pre-qualification requirement

To qualify for consideration, interested companies are required to submit quotation including the under listed documents:

1. Certificate of Incorporation/Registration with Corporate Affairs Commission (CAC);
2. Evidence of Tax Clearance Certificate for the last three years (2017-2019);
3. Evidence of three similar jobs (Award Letters or equivalent).
4. Must be an IT firm that specialises in Printer and photocopier repairs.
5. Must be a partner of HP and have evidence of successful HP Printer repairs.
6. Must be a partner of Sharp and have evidence of successful Sharp copier repairs.
7. Evidence of Business office located within Abuja. If otherwise, provide a plan for or evidence of speedy response time.

Objectives:

The Objective is to have functional and dependable working printers and photocopier by having their level of effectiveness and efficiency enhanced in order for service delivery.

Scope of Work

1. Site Assessment of the Infrastructure.
2. Supervision and performance evaluation: the MIS/IT Unit will supervise this exercise for printers and Admin department for photocopiers.
3. Troubleshooting of the Infrastructure
4. Fault Detection
5. Documentation of faults, profiled solutions
6. Price quotation for every line items should be detailed.

GENERAL DESCRIPTIONS:

The bidders shall make available to the Agency a detailed workable solutions matched with price quotations

QUALIFICATIONS

1. Bidders should be authorized service providers for the product brand
2. Minimum of 5 years' experience in Providing {Preventive and corrective} Maintenance.
3. Excellent skills in the planning and execution of preventive and corrective maintenance.
4. Excellent knowledge of equipment configurations and troubleshooting
5. Experience in maintaining Printers, Photocopiers and Scanner Machines.
6. The company/Individual must have IT Personnel with: University Degree or diploma in Information Technology, Computer Sciences, Engineering or any other related fields.

The Global Fund Code of Conduct for Suppliers

Suppliers are advised to get acquainted with the global fund code of conduct for suppliers via the link provided below:

https://www.theglobalfund.org/media/3275/corporate_codeofconductforsuppliers_policy_en.pdf

Whistle blowing Policy

Suppliers are encouraged to send information on any infraction or grievances to the dedicated email account: ispeakoutnow@naca.gov.ng or naca.ispeakoutnow@gmail.com

Closing of submissions

Quotation must be submitted in one original copy in a sealed envelope appropriately labelled "**Quotation for the repair of Printers and Photocopiers**". The envelope must be addressed and delivered to the below stated address:

The General Procurement & Supply Chain Management

Room 1.02 Ground Floor,

National Agency for the control of AIDS (NACA)

No.3 Zinguinchor Street, Wuse Zone 4,

Beside AEDC office, Abuja.

Late submission will not be accepted.

In addition, the completed bid is expected to be registered and dropped in the designated bid box on or before 12noon, on Wednesday 28th October, 2020, as bids will be immediately opened at the close of the submission time and date, in the NACA Main Conference Room located on the First Floor of the Agency's Head Quarters Building of the same above Address. This Notice also invites you for the Bid-Opening as appropriately indicated above.

You may wish to contact the address above for further information and enquiries. Your quotation shall remain valid for **90 days**.

Signed:

Management