

INSTITUTE OF HUMAN VIROLOGY, NIGERIA

INVITATION FOR BIDS

The Institute of Human Virology, Nigeria (IHVN), a leader in providing quality health services, capacity building and research in West Africa, requires the services of competent vendors to procure hearing aids for patients for each of the six geopolitical zones.

BID TITLE: EXPRESSION OF INTEREST

PRIORITY: HIGH

PREAMBLE: The Institute of Human Virology- Nigeria (IHVN) is a Non-Governmental Organization providing technical assistance and support to the Government of Nigeria in the Health Sector. As part of our support service, we procure and donate care and treatment equipment, supplies, and commodities to health facilities to address HIV/AIDS, TB, malaria, cancer and other communicable and non-communicable diseases of public health importance. The procurements include, but are not limited to, health products such as drugs, equipment, laboratory reagents and consumables; and non-health products such as printing, office supplies, furniture, facility upgrades, etc.,

The Institute intends to engage the services of locally-based and competent vendors to procure hearing aids for patients for each of the six geopolitical zones to ensure that quality products and services are procured at reasonable costs with reasonable lead time as at when needed.

GUIDING CRITERIA FOR SELECTION: The selection of the Service Providers will be in accordance with IHVN's procedures and policies as stated in eligibility criteria/instructions below. Selected providers will be required to formally register with the Institute before engagement of services which are subjected to annual renewal as at when due.

ELIGIBILITY CRITERIA/INSTRUCTIONS TO EXPRESSION OF INTEREST:

Note to applicants: All the criteria/requirements noted below are required for consideration for eligibility for selection from the EOI stage.

- Applicants must have demonstrable experience in procurement, sale or services relating to hearing aids.
- Interested organizations must provide proof of registration with the Corporate Affairs Commission (CAC).
- Interested organizations must include copies of tax clearance certificates for the past three years i.e. (2013/ 2014/2015) /VAT Registration or Evidence of payment with FIRS.
- For Joint Ventures [JVs], include Memorandum of Understanding [indicating the responsibilities and duties of the individual firms consulting the JV].

- Evidence of recommendation from prospective service provider's bankers.
- The interested organization must provide information indicating that they have the capacity and capability i.e. (adequate personnel, office management and financial system, capacity to handle custom processes, insurance etc.) to implement any volume of work/assignment, if awarded.

The Expression of Interest document must be in ink or type written; submission In pencil will not be accepted.

- The Expression of Interest document must be properly sealed.
- Interested organizations must include the company profile.
- Interested organizations must provide evidence of historical record of job done and mention relevant experience and years of experience on Jobs done in the past for IHVN or other organizations in the stated array of services above.

. All applicants must have at least had six months post CAC registration experience.

. The Expression of Interest document shall be evaluated based on the substantive information provided by the organizations in support of the information requested above

GENERAL TERMS & CONDITIONS: Bids which must reach us within ten working days from the date of this publication should have the title of the project written on the "Top Left Hand Corner" of the envelope.

- The Expression of Interest document should be submitted to the head office on or before the slated date as specified below

- The Expression of Interest document will be opened on the closing date and at the time specified below.

- The Expression of Interest document, which must be submitted within ten working days from the date of this publication should have the title of "Expression of Interest" written on the "Top Left Hand Corner" of the envelope.

- All enquiries regarding the proposed application for the above should be directed to the Associate Director Procurement of IHV-Nigeria.

Please note that at this stage no technical and financial proposals are required. Based on the information submitted in response to the request for EOIs, IHVN will prepare a shortlist of qualified organizations that would be later issued. Request for Proposal [RFP] or Request for Quote (RFQ) documents whenever products/services are needed.

BID OPENING DATE/ TIME: 08/12/2016 8:00 am

BID DEADLINE DATE/ TIME: 21/12/2016 5:00 pm

CONTACT:

**The Associate Director Procurement
Procurement Unit**

**Supply Chain Management Department
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