

Institute of Human Virology, Nigeria
Proposal Title: Expression of Interest
Health Products;

- (a) Medicines i.e. First line and Second line TB medicines
- (b) Laboratory Reagents, Equipment and consumables for T.B. Reference Laboratories

Non-health Products:

- (c) Printing Service
- (d) Health Facility Upgrade
- (e) I.T. Service and Supplies
- (f) Stationery supplies
- (g) Office supplies and equipment i.e. Generators, Vehicles, Furniture, etc.

Priority High / Medium /low

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 for 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 in the different areas of specialization stated

above 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.

- 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. (2012/ 2013/ 2014) /VAT registration or Evidence of payment with FIRS

Request for Proposal to Conduct End-Line Assessment of Prevention of Mother to Child Transmission of HIV (PMTCT) Services in Bayelsa State (Promote)

Date of issue: Tuesday, November 3rd, 2015

Deadline for Submission: Thursday, November 17th, 2015 12pm WAT

Pact Nigeria seeks the services of an external consultancy firm to undertake a final evaluation of the three year PROMOTE project aimed to prevent mother to mid transmission of HIV in Bayelsa State, Nigeria The evaluation will be carried out during the period of December 2015 through February 2016. Interested parties should submit a proposal responding to these Terms application corn prised of Reference.

Under this RFP, only interested organizations with the required experience in conducting similar studies are eligible to apply.

The Application Process

Interested organizations will be required to submit:

(a) A Technical Proposal:

- The approach and methodology proposed for the assignment and comments on the

- Terms of Reference below if any (max4pages),
- Proposed implementation plan
- an up-to-date curriculum vitae of key Individuals who will be gagged in the assignment, And

(b) A Financial Proposal

- A detailed budget on excel sheet(s) stating the amount to be charged for personnel time and all activities related to the assignment, which should be quoted in Nigeria naira only. Please show any travel costs separately.
- (c) Company registration and any other related documentation

Interested consultants or Arms should send an entail to: osobo@pactworld.org, requesting a full description of the Expression of Interest.

To enable you to prepare an application for this assignment, each applicant consultancy firm/group should send in an application comprise of:

(a) Technical Proposal

- The approach and methodology proposed by the consulting group for the assignment and comments on the Terms of Reference if any (max4pages).
- Proposed implementation plan
- an up-to-date curriculum vitae of key individuals who will be gagged in the assignment, and

(b) A detailed budget on excel sheet stating the amount to be charged for personnel time and all activities related to the assignment, which should be quoted in Nigeria naira only. Please show any travel costs separately. Save the Children

Invitation for Tender

Tender Reference: ITT/Abuja/2015/024

Save the Children is the world's leading independent organization for children. We work in 120 countries. We save children's lives; we fight for their rights; we help them fulfill their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. We have over two million supporters worldwide and raised 1.6 billion dollars in 2011 to reach more children than ever before, through programmes in health, nutrition, education, protection and child rights, also in times of humanitarian crises.

Save the Children International in Nigeria is inviting submissions of tenders for a contract to provide the services on the production of eight video clips of approximately ten minutes duration each aimed at improving maternal nutrition and infant feeding in emotionally high powered dramatic real life story

formats to address the key barriers and use facilitating factors tentatively identified in the program operations research findings. Kindly see Terms of Reference (ToR) for additional information.

The vendor is expected to deliver a proposal, see criteria in TOR. The final videos for each key message will be on;

- 2 master copies in *MPEG* format or AV1 format in Hausa and Kanuri with approved English subtitles and English introductions with English
- 1 Kanuri and 5 Hausa master copies with approved introductions in the said languages
- 50 copies of each product (10 video clips) on individual DVDs (50 DVDs total).
- Signed release forms of those filmed for each video and all photographs taken in the process of producing the videos.

If you are interested in submitting a bid, please contact Save the Children at the following address Nigeria.Tender@savethechildren.org **to express your interest** and request the tender documents. Tender documents will be sent to you by **return. From 3rd November, 2015 to 23rd November, 2015 (12noon).**

OR

Save the Children Abuja Office:

No 4, Danube Close off Danube

Street, Matama, Abuja,

Nigeria.

It is recommended to request/collect the tender documents as soon as possible. Completed tender documents are due to be submitted **by 23rd November, 2015 not later than 4:00pm**. Any bid submitted after this date and time will automatically be disqualified.

Your proposal and any supporting documents must be in English Language

To submit an application and detailed proposal by-mail **no later than midday (12:00) Nigeria time November 17, 2015**. E-mail proposals should not exceed 5MB to oshobo@pactprocurement.org **and/or** pactngprocurement@pactworld.org. **EOI instructions are also available at Pact Nigeria website.** <http://www.pactworld.org/procurement/nigeria> **by clicking on the EOI announcement flash**

•

- 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 organization must provide evidence of historical record, specify for which job applicant is applying for (categories a – g), 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

- 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.

Opening Date / Time 9th Nov., 2015 – 8am prompt

Closing Date / Time 20th Nov., 2015 -5pm prompt

Contact

The Associate Director, Procurement

Procurement Unit

Supply Chain Management Department

Institute of Human Virology, Nigeria

Pent House, Maina Court

Plot 252, Herbert Macaulay Way

Central Business District

P.O. Box 9396, Garki, Abuja-Nigeria

Mail: bids@ihvnigeria.org