

Society for Family Health (SFH)

Invitation to Bid for the Production and Supply of T-SHIRTS

Society for Family Health (SFH) was incorporated in 1985 and is one of the foremost Non-Governmental Organisations (NGOs), that provide support to the Nigerian government in key areas of public health: HIV&AIDS prevention, family planning and maternal & child health (malaria, water and sanitation, and diarrhoea control). SFH works with the media to promote behaviour change and healthy lifestyles

SFH was appointed a Principal Recipient (PR) for the HIV grant, for the private sector component of the New Funding Model (NFM) from the Global Fund to fight AIDS, Tuberculosis and Malaria (GFATM). SFH as a PR is responsible for the Prevention component of the Grant.

Objective of service: Production and Supply of T-shirts for use by the Global Fund HIV Project to SFH.

In line with achieving the major objective for this mission, SFH invites interested and reputable companies to bid for the production and supply of T-shirts under the listed Lot components (below)

LOTS	DESCRIPTION	QTY
	<u>V-neck T-Shirt</u> Soft stretchy Cotton/Elastine No collar Frills on the sleeve and bottom of T-shirt "Play safe" printed across the chest area T-shirt will be required in different sizes and colours of American Rose Red Azure blue Cotton candy pink Electric green	

Polo T-Shirt Cotton material with collar

Play safe" printed across the chest area T-shirt will be required in different sizes and colours of

21,623

American Rose Red Azure blue Cotton candy pink Electric green

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All the T-Shirts are to be delivered in SFH Warehouse at, Block IV, Plot 24,25,26 & 27, Ogun State Housing Corporation Estate, Off Idiroko Road, Ota, Ogun State. Companies are free to bid for any or all of the above listed lots.

(A) Eligibility Criteria

To be eligible for consideration, interested organisations must provide the following details: Profile of the organisation, including organisation's certificate of incorporation, physical address, and contacts (telephone and email).

- (a) Tax Clearance Certificate for 2013, 2014 and 2015
- (b) Most recent audited account.
- (c) Evidence of previous similar production and supply done (must include any or all of the following; Award Letters, Local Purchase Order, Good Receipt Note)

(B) Evaluation and Selection of the Supplier

- (a) A technical panel will be constituted to review the submissions and shortlist applicants to proceed to the next stage of Request for Quotation based on the criteria listed above.
- (b) At this stage, a 'yes' or 'no' qualifier will be used to rate all the points above, and only companies with a 'yes' response against all the points above will be considered.
- (c) All costs incurred by bidders as a result of this process and any subsequent requests for information shall be borne by the bidding companies.
- (d) Only companies that satisfy the Pre-qualification requirements will be evaluated for Request for Quotation.
- (e) The Quotations and samples for the vendors that did not qualify will be returned to them unopened.

REQUEST FOR QUOTATION STAGE:

Companies should also submit quotation for the preferred LOTs. as well as, a sample of the T-shirt they intend to supply.

The Procurement committee set up within SFH will assess the extent to which Quotation and Samples of T-Shirts submitted in response to this ITB meet the evaluation criteria that are set forth below.

The following criteria will be used to evaluate each bid;

- Specification
- Quality
- Price (SFH is not bound to choose the lowest bidder/quote)
- Delivery Date (Delivery cost should be embedded in the price of the T-Shirts)

Specification and Quality of the T-Shirts will be assessed using the sample submitted and only the companies that submit the best quality that meet the specifications will be considered.

Submission of Applications/Closing Date:

The code “**SFH/HIV-SHIRTS/PREQ**” should be boldly written on the top right corner of the Pre-Qualification Stage submission envelope while the code “**SFH/HIV-SHIRTS/QUOTATION**” should be boldly written on the top right corner of the Request for Quotation and Sample Stage submission envelope.

Name of organisations tendering should also be clearly written on rear of the two envelopes, failure to do this will lead to disqualification. The two (2) sealed envelopes should be addressed to the following:

**The Head, Procurement Division,
Society for Family Health (SFH)
8 Port-Harcourt Crescent Off Gimbiya Street,
Area 11, Garki, Abuja**

Note: Submission of bids must be hand delivered or couriered to the address above. The closing date for receiving the application is **27th December, 2016** excluding Public Holidays. Any application received after the stipulated closing date will not be accepted.

TERMS OF INVITATION TO BID

Society for Family Health reserves the right to appoint or not to appoint any of the firms as it may deem fit. Any firm appointed shall be subject to terms of engagement that may be entered on appointment as the supplier.

Bids sent via email will be disqualified. Organisations should take account of the expected delivery time required, and are responsible to ensure that bids are received at SFH by the due

date and time. Lost or misdirected courier packages received after the due date and time may be considered as having been submitted late.

Any questions and/or requests for clarifications in relation to this ITB must be submitted in writing via email by no later than 5:00pm GMT +1, within five (5) days of publication to: itbgfhiv@sfhnigeria.org

Bids which are submitted late or are incomplete or do not fully respond to this ITB may not be considered in the review process. Only successful bidders will be contacted

No advance payments will be made at the point of award.

SFH will not pay Value Added Tax (VAT). Applicable Withholding Tax will be deducted from the winning Vendor's contract value