

Overview

INNOVATING TO SAVE LIVES

JHPIEGO REQUEST FOR QUOTATION

AN AFFILIATE OF JOHNS HOPKINS UNIVERSITY

1.1 BACKGROUND

Jhpiego Corporation an affiliate of John Hopkins University, is an international non-profit, on-governmental organization that works to improve the health of women and families throughout the world, Jhpiego is in the process of procuring these goods/services as in the following categories.

2.1 SERVICES REQUIRED

CATEGORY 1: TRAVEL AGENCY SERVICES

REQUIREMENTS:

- All bidding companies must have an operational physical office
- All bidding companies must be registered and licensed to operate as travel agent in Nigeria
- Selected company will be required to deliver services of highest quality standards at all times
- Be willing to offer a thirty (30) day credit facility after delivery of services
- Must be responsive and willing to offer prompt support services
- Offer competitive pricing in Nigerian Naira valid for a contract period of one year.

BID SHOULD INCLUDE THE FOLLOWING;

- Quotation for one-way economy flight tickets cost from Abuja to Lagos and Abuja to Enugu on 19th March, 2018 for all available domestic flight options that the travel agent can provide
- Quotation should separate actual cost of tickets from other charges payable to the agent
- Quotation should separate actual cost of ticket from other charges such as applicable taxes
- Basis of calculating all charges on tickets should be clearly stated (if any) for local and international flight tickets
- Other commercial terms including, validity of quotes, minimum turnaround time for providing ticket etc. should be stated
- Quotation must be enclosed in plain sealed envelope

- The offer must be signed authorized signatory of the service provider and stamped

The offer must be placed in the tender box at **Jhpiego Nigeria, located at Plot 971, Reuben Okoya Crescent, Wuye, Abuja (Behind Pacesetter College).**

Category 2: Car Hire Services

Requirements:

- Invitation to bid by car hire companies in Abuja, Kogi, Calabar, Enugu and Ebonyi –
- All bidding companies must have an operational physical office
- All bidding companies must be registered and licensed to operate as car hire companies in Nigeria
- Selected company will be required to deliver services of highest quality standards at all times
- Be willing to offer a thirty (30) day credit facility after delivery of services
- Must be willing and open to inspection of offices, properties or facilities.
- Must be responsive and willing to offer prompt support if applicable.
- Offer competitive pricing in Nigerian Naira valid for the contract period of one year.

BID SHOULD INCLUDE THE FOLLOWING;

- A breakdown of the financial offer, indicating the unit cost, total cost as well as other applicable costs where necessary
- Quotation should include the type of vehicle (that is, saloon, SUV etc) and detailed specifications of vehicles being offered for hire
- Quotation should state the cost of hiring of each type of vehicle being offered for hire
- Quotation should include a list of cost of inter-state car hire services from Abuja to all other states in Nigeria
- Other commercial terms including validity of quotes, payment terms (if different from the required 30 days credit)
- The quotation must be enclosed in plain sealed envelope
- Quotation should separate actual cost of care hire from other charges such as applicable taxes
- All bids/offer must be signed and stamped

All bids/offer must be placed in the tender box at **Jhpiego Nigeria, located at Plot 971, Reuben Okoya Crescent, Wuye, Abuja (Behind Pacesetter College).**

3.1. CONTRACT DURATION

Jhpiego intends to engage the successful bidder(s) for a period of one year. Also, note that the rate/charges indicated in the bid must be fixed and valid throughout the contract period.

4.1. ELIGIBILITY

ALL APPLICANTS SHOULD PROVIDE THE FOLLOWING;

- Certificate of registration/incorporation with valid Tax Identification Number (TIN)
- Company profile (briefly reflecting the core competencies, key management personnel and clearly stating the physical and verifiable office address, mobile number and e-mail address)
- Proof or license to offer required services as given by the responsible regulatory body (if applicable).
- Minimum of three (3) reputable references or evidences of similar services rendered to other reputable organizations.
- Only the most responsive vendors will be shortlisted and contacted. All vendors who are currently providing these services to Jhpiego must re-apply with all of the documentation attached as mentioned above.

5.1 PROPOSAL SUBMISSION

Completed offers including all the requirements and details specified, sealed in a plain envelope and clearly marked either as **Travel Agency Services OR Car Hire Services** should be posted (preferably by courier) to the address below or be dropped into the Tender Box situated at the reception by close of business **Tuesday 23rd March, 2018**. (Office hours: Mondays-Fridays: 8.00am-4pm).

Jhpiego will not accept any proposal submitted in any other way. Incomplete proposals will not be considered.

6.1 DELIVERY ADDRESS

THE PROCUREMENT COMMITTEE

JHPIGO-AN AFFILIATE OF JOHN HOPKINS UNIVERSITY

PLOT 971, REUBEN OKOYA CRESCENT

WUYE, BEHIND PACESETTERS COLLEGE, ABUJA.

7.1 COMMUNICATION:

All questions can be directed to +23492913684

