

REQUEST FOR PROPOSAL (RFP)

Family Health International (FHI 360) with funding from the United States Agency for International Development (USAID) through the Strengthening Integrated Delivery of HIV/AIDS Services (SIDHAS) project is supporting the government of Nigeria (GON) to enhance sustained cross-sectional integration of HIV/AIDS services by building Nigerian capacity to deliver sustainable high quality, comprehensive, prevention, treatment, care and related services in various states within Nigeria. The Adamawa State Office of FHI360 is inviting qualified firms which meet the under listed criteria to participate in the bid for the supply and fixing of Window blinds as instructed below:

LOT 1. OFFICE FURNITURE

DESCRIPTION	SPECIFICATION/BRAND	QUANTITY
VISITORS & TRAINING ROOM CHAIRS		50
OFFICE CHAIRS	SWIVEL	8
OFFICE TABLES	1.6m (WITH SIDE EXTENSION)	22
CONFERENCE TABLE		1
CONFERENCE CHAIRS		20
VISITORS CHAIRS	3 IN ONE	2
FILE CABINET (METAL)		2

LOT 2. OFFICE EQUIPMENT

DESCRIPTION	SPECIFICATION/BRAND	QUANTITY
AIR CONDITIONERS	LG 1.5 HP	9
AIR CONDITIONERS	LG 2.0 HP	8
REFRIGERATOR	LG MEDIUM SIZE	1
TELEVISION SET	52 INCH SCREEN	1
WATER DISPENSER		3

LOT 3. GENERATOR RELOCATION / INSTALLATION

DESCRIPTION	SPECIFICATION	QUANTITY
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RELOCATION/INSTALLATION	100KVA	1
RELOCATION/INSTALLATION	60KVA	1
RELOCATION	22KVA	1

(A) ELIGIBILITY CRITERIA

The Technical competence of bidders will be evaluated before the financial offers are considered. The minimum criteria that must be met by successful bidders are as follows;

- (1) Evidence of registration with CAC and any other relevant regulatory body.
- (2) Current / Valid tax clearance certificate
- (3) Detailed Company Profile with registered address, functional e-mail, and telephone numbers.
- (4) Verifiable evidence of successful completion of similar or bigger supplies executed within the last three years for an amount equal to or above Five Million Naira.
- (5) Recommendation letter from bank stating ability to execute such supply.
- (6) Current company's audited statement of account for the last three years.
- (7) Affiliation with any international organization(s) and/or original equipment manufacturers).

(B) SUBMISSION OF PROPOSAL

Interested qualified bidders are advised to send e-mail to the e-mail address below to express their interest and request for the list and specifications of the items: procurementadamawa@sidhas.org **latest by 2pm of Thursday 1st of June, 2017 or call: 094615555.** Ext 61905 for further clarification.

Bidders are also requested to submit technical and financial bids in separate envelopes. All Financial bids must be in Naira and signed by an authorized representative of the bidding company. Financial bids must include the following: Delivery Schedule, Payment terms, Validity period and Warranty of equipment.

Please note:

- (1) Closing date for the bid is **5pm June 8th, 2017**
- (2) FHI360 Reserves the right to vary number of items at time of award or split the award as may be deemed necessary.

- (3) FHI360 may request successful bidders to provide physical sample of items they are being considered for.
- (4) FHI360 is value added tax (VAT) exempted, but would charge withholding tax (WHT) in compliance with the relevant Nigeria Laws.
- (5) All submitted quotes must be valid for a minimum of 60 days (2 month).
- (6) This RFQ does not constitute a contract with any vendor whatsoever.
- (7) Please note that each LOT shall be treated separately. Any vendor quoting for more than one LOT should submit separate bid.

(8) Questions and request for clarifications can also be directed to the above e-mail address for enquiries and clarifications not later than **2.00pm Thursday 1st June, 2017**

All documents required for this RFQ must be dropped in the locked BID BOX of the FHI360, Adamawa State office only, after signing of the bid register. Bids must be sealed in envelopes and clearly labeled either OFFICE FURNITURE or OFFICE EQUIPMENT or GENERATOR RELOCATION & INSTALLATION (depending on the bid) at **the above designated location not later than 5pm of Thursday 8th June, 2017**

Address your quote to:

The Senior Finance & Admin Officer

FHI 360

1st Floor, Ministry of Health

Adamawa State Secretariat

Yola, Adamawa State.