

## **USAID/FHI360**

### **REQUEST FOR PROPOSAL (RFP)**

Family Health International (FHI360) is not-for-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes expert in health, education, nutrition, environmental, economic development, civil society, gender equality, youth, research and technology – creating a unique mix of capabilities to address today's interrelated development challenges. With funding from the United States Agency for International Development (USAID), FHI360 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 LAGOS STATE OFFICE OF FHI360** is inviting qualified and interested organization that meet the under listed criteria to participate in **PRINTING OF MONITORING & EVALUATION TOOLS**

#### **(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) Current company's audited statement of account for the last three years.
- (4) Detailed Company Profile with registered address, functional e-mail, and telephone numbers.
- (E) Verifiable evidence of similar jobs successfully executed in the past for an amount equal to or above 5 million Naira (including copies of job orders, signed delivery notes, invoices and goods receipt note for the receiving organization)
- (G) Recommendation Letter from three reputable and notable organizations attesting to satisfactory performance in similar jobs.

#### **SUBMISSION OF PROPOSAL:**

Interested and qualified bidders are to send e-mail to the e-mail address below to express their interest: [vendorinterestlagos@sidhas.org](mailto:vendorinterestlagos@sidhas.org) latest by **5.00 pm on Wednesday 15<sup>th</sup> March, 2017**.

Bidders are required to submit all documents listed in the eligibility criteria above alongside the financial bid. Financial bid 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 (where applicable).

**PLEASE NOTE:**

- (1) FHI360 reserves the right to vary number of items at time of award or split the award as may be deemed necessary.
- (2) FHI360 may request successful bidders to provide physical sample of items they are being considered for.
- (3) FHI360 is value added tax (VAT) exempted, but charges withholding tax (WHT) in compliance with the relevant Nigerian Laws.
- (4) All submitted quotes must be valid for at least 6.0 days.
- (5) This RFP does not constitute a contract with any vendor whatsoever.
- (6) Questions and request for clarifications can be directed to the above e-mail address for enquiries and clarification **not later than Wednesday 15<sup>th</sup> March, 2017**

All documents required for this RFP must be received in sealed envelopes and clearly labeled "**Technical Bid**" and "**Financial Bid**" accordingly at the location below **not later than 5.00pm Wednesday, 22<sup>nd</sup> March, 2017**.

Address your quote to:

**The State Program Manager**  
**FHI360, 3rd floor, Tisco Plaza,**  
**Alhaja Ashabi Cole Street,**  
**Alausa, Ikeja.**

Only business with physical presence in Lagos State should apply