

## **FHI 360**

### **THE SCIENCE OF IMPROVING LIVES**

#### **REQUEST FOR QUOTATION (RFQ) FOR THE SUPPLY OF TEACHING AND LEARNING MATERIALS INCLUDING SAFE SPACE MATERIALS FHI 360**

##### **(A) BACKGROUND**

Family Health International (FHI360) is not-for-profit human development organization dedicated to improving lives in lasting ways by advancing integrated locally driven 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 USAID, FHI360 is implementing the Addressing Education in Northeast Nigeria (AENN) project.

AENN aims to address the immediate education needs of 302,500 children and youth in 225 communities through new non-formal and safer formal education, while laying a foundation for sustainable, conflict-sensitive improvement of education systems at the community and government levels. The project intends to ensure children and adolescents in Northeast Nigeria can equitably access certified high-quality basic education opportunities, to benefit communities by increasing skills and overall well-being, and to build a foundation for long-term peacebuilding in the region. FHI 360 has been working in Nigeria for over 30 years and is now expanding activities in Borno state to respond to the crisis.

FHI360 Nigeria Country Office is hereby seeking for qualified and interested suppliers of teaching and learning materials, including safe space materials to supply the under listed items accordingly to FHI360 state office in Maiduguri and Damaturu

##### **(B) LIST OF MATERIAL REQUIRED**

Expense Item	Costing Unit	Number of Unit
<b>Materials for Safe Space</b>		
Blue biros	pcs	2700
Red biros	Pcs	2700
Masking tapes	Pcs	1400
LFs notebook (Time book)	Pieces	620
LFs notebooks (Visitors Book)	Pieces	620
LFs notebooks ( Health Book)	Pieces	620
LFs notebooks (logbook)	Pieces	620
Registers	Pieces	700
Cardboard (different colors)	Reams	600
Markers	Packet	1400
Duster	Pieces	1200
Chalk dust less	Packets	1800
Black board (wooden with stand 4X6) with Stand	Pieces	200
Scissors (child safe) 2 Per Safe Space.	Pieces	1200

Beans Seeds for counting (2 Mudu Per Safe Space)	Mudu	1200
Stapler and staples (for binding books)	Pieces	1300
Facilitators Bags	Pieces	700
<b>Materials for Learners.</b>		
Exercise Book – (40Leaves)	Packet of 12 pcs	32000
Crayons (2 Pac)	packs	62,000
Rulers (2 piece Per Learner)	Pieces	62,000
HPI Pen/Biro – Blue or equivalent (4 Piece Per Learner)	Pieces	120,000
Pencil Sharpener – Blue or equivalent (2 Piece per Learner)	Pieces	62,000
Pencil – 2B or equivalent – Red or equivalent (4Peiece Per Learner)	Pieces	120,000

**(C) Evaluation Factors & Selection Criteria**

Bidder should ensure that all requested information below is included in the submission. Proposals will be evaluated based on conformity to proposal requirement as listed below, quality, delivery timeline, price and payment term. To ensure FHI360 get value for its money selected supplier(s) will be required to submit physical sample(s) of the products proposed for evaluation and shall form key part of the selection process.

Please review the tables below for the required components of all proposal submissions. Evaluation will neither make assumptions nor draw inferences regarding missing or incomplete information. The Submission of incomplete information could result in the rejection of the Proposal.

**No Proposal Requirement**

- 1 Company profile with registered address, functional email address and telephone number, point of contact for the entity.
- 2 Evidence of company registration (i.e. Certificate of incorporation, form CAC7 & CAC2).
- 3 Evidence of tax payment for the last three years
- 4 Evidence of past performance of similar projects including contracting entity (NGO, Government, etc.) Include a copy of the approved purchase order(s), contracts and evidence of completion that is, company’s signed delivery note of similar job(s) done in the last 3 years.
- 5 Three professional references, including name, phone number and organization that can attest to satisfactory performance in previous provision of related services

**(D) SUBMISSION OF PROPOSAL**

Bidders must submit request for any clarification and further Information concerning this solicitation in writing via email to [quotations.Nigeria@fhi360.org](mailto:quotations.Nigeria@fhi360.org) **not later than 5pm, Tuesday May 28, 2019**. The title/subject of your email enquiry must be **“RFQ for Supply of Learning and teaching Material**

Complete proposals Including cost documents for each lot must be submitted in a sealed envelope and signed by the authorized representative of the bidding company to the address below on or before 5pm, Tuesday May 28, 2019. Envelopes should be labelled “RFQ for Supply of Learning and teaching Material and addressed to:

The Procurement Committee

Family Health International (FHI360),

Godab Plaza, 1073A-1, JS Tarka Street,

Area 3 Garki Abuja, Nigeria

**Please note:**

Any proposal received by FHI360 after the deadline for submission stated herein shall be disqualified

FHI360 anticipates awarding multiple contracts but reserves the right to terminate the RFQ or negotiations at any time prior to award.

Issuance of this RFP in no way constitutes a commitment by FHI360 to award a contract, FHI 360 reserves the right to vary any part of this RFQ at the time of prior to award if it becomes necessary.

This procurement is funded is funded by the U.S Agency for International Development (USAID) and is subject to the applicable rules and regulations of US Government Funded awards.

FHI360 is Value added tax (VAT) exempted, but charges Withholding Tax (WTH) in compliance with Relevant Nigerian Laws.