

FHI360

REQUEST FOR QUOTATION (RFQ)

FHI-GF-001-2017- SUPPLY OF LABORATORY CONSUMABLES

Family Health International (FHI360) is a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated and locally driven solutions. Our staff include experts 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.

Global Fund is a 21st – Century partnership organization comprising governments, Civil Society groups and the private sector designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics. FHI360 as the principal recipient for the Nigeria HIV Global fund grant is seeking quotation from qualified and interested companies for various start up laboratory consumables to support the Global Fund HIV programs across Nigeria.

Interested suppliers can request for the list of the consumables by sending email to GFLabConsumable@ng.fhi360.org

SELECTION CRITERIA (Skills, Abilities, and Qualifications):

Please read this section carefully and be sure that all requested information is included in your submission. Evaluators will neither make assumptions nor draw inferences regarding missing or incomplete information. The submission of incomplete information could result in the rejection of proposals.

Proposals should be comprehensive and clearly stating service costs and/or rates, proposals should include the following and must be in the format below:

The minimum eligibility requirements are as follows

- (1) Detailed Company Profile with registered address, functional email, telephone numbers and point of contact for the organization.
- (2) Evidence of company registration with the Corporate Affairs Commission, including form C AC7 & CAC2
- (3) Tax Clearance Certificate for 2014, 2015, and 2016
- (4) Evidence of financial capability (Audited account in the past three years and recommendation letter from a reputable bank clearly stating your financial capability)
- (5) Evidence of possession of experience in similar jobs:

– Bidders must describe in sufficient detail at least 3 projects similar in size, scope, and complexity (recently completed or in progress) carried out in the last five (5) years. The name, physical address, telephone number and contact e-mail address of the client must be provided.

Include copies of job orders and proof of delivery signed by your client

(6) Recommendation letter from three organizations attesting to Satisfactory Performance in previous projects

Instruction for Submission of RFQ:

Kindly indicate in your quotation the following commercial conditions: Delivery timeline, Payment Terms, Validity Period and Product warranty.

Note: FHI360 will deduct 5% WHT from payments in compliance with relevant Nigeria Tax laws.

All submissions should be addressed to:

The Procurement Manager

Family Health International (FHI360),

Plot 1073 JS Tarka Street, Garki, Area 3

Abuja.

All documents required by this RFQ must be received at the above designated location **NOT LATER THAN 5:00PM (Nigeria Time) on April 13th 2017** in a sealed envelope and must sign the bid submission register. Bidders are to clearly indicate on the subject line/envelop **“Request for Quotation (RFQ) – Supply of Laboratory consumables”**. Your Financial & Technical Bid must be in a separate envelop and title as mentioned above.

Facsimile (fax), e-mail documents or postmarked documents will not be accepted. Issuance of this RFQ in no way constitutes a commitment by FHI360 to award a contract.

Any request for clarification regarding this RFQ should be addressed to the Procurement Manager via Procurement@sidhas.org or Tel: 09-4615555 stating the RFQ # FHI-GF-001-2017 in the subject line **not later than 5:00pm on April 6th, 2017**.

FHI360 reserves the right to accept or reject any or all the Proposals without any obligation to inform the affected applicants of the ground for the acceptance or rejection. Only Successful bidders will be contacted to submit a sample each of the items they are being considered for.

