

**FAMILY HEALTH INTERNATIONAL (FHI 360)**  
**REQUEST FOR QUOTATION**

**Introduction:**

Family Health International (FHI 360) 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 Nigeria Country Office is hereby seeking qualified organizations to submit quotation for the supply of **250 units Bench top Centrifuge** with the following specification:

**Specifications:**

<b>Type</b>	<b>Bench top, steeples speed adjustment, LED display and timer</b>
Rotor Speed	4000RPM
Rotor capacity	Angle rotor 15ml /10mlx 16
RCF	15000xg
Number bucket	16
Voltage	100V 60Hz/220 50H2
Quantity	250 units

**RFQ Requirement:**

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.

**You are to submit the following:**

- (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 CAC7 & CAC2
- (3) Tax Clearance Certificate for 2014, 2015, and 2016
- (4) Evidence of financial capability, that is, recommendation letter from a reputable bank
- (5) Evidence of possession of experience in similar jobs (at least three ) that is, Purchase orders, duly signed by your client and delivery notes or goods received note
- (6) Recommendation letter from the organization you have provided similar supply

**SELECTION CRITERIA:**

- (1) Price competitiveness
- (2) Quality
- (3) Conformity to specification and RFQ requirement
- (4) Validity Period,
- (5) Payment Terms,
- (6) Delivery Timeline
- (7) Warranty terms and period

**SUBMISSION OF PROPOSALS**

Bidders are requested to submit quote in a separate envelop together with above required documents in Naira (NGN) to:

**Director, Procurement and CMS  
Family Health International (FHI360),  
Plot 1073JS Tarka Street, Garki, Area 3 Abuja.  
Tel: 09 416 555S**

All documents required by this RFQ must be received at the above designated location **NOT LATER THAN 5:00PM (Nigeria Time) Thursday June 22nd, 2017. Note:** Bidders will be required to present sample for test run.

All enquiries regarding this RFQ must be submitted **NOT LATER THAN 5:00PM (Nigeria Time) Thursday June 15th, 2017 through** [procurement@sidhas.org](mailto:procurement@sidhas.org)

- Facsimile (fax), e-mail documents or postmarked documents will not be accepted.
- Issuance of this RFQ is in no way constitutes a commitment by FHI360 to award a contract.
- FHI360 reserves the right to vary any part of this RFQ at the time of award if it becomes necessary.
- FHI360 is Value added Tax (VAT) exempted, but charges Withholding Tax (WHT) in compliance with the relevant Nigerian laws.