

USAID

REQUEST FOR QUOTE

RFQ #: FHI-OFDA-17-04

HYGIENE KIT PROVISION & ASSEMBLY

BACKGROUND

The USAID/OFDA-funded Integrated Humanitarian Assistance to NE Nigeria (IHANN) Program is designed to significantly scale up health, protection, and WASH activities, delivering targeted interventions that are designed to meet the most pressing needs of IDPs in Borno State. FHI 360's activities will comprise a fully integrated package to promote comprehensive support to IDPs, thus reducing risks of morbidity and mortality and contributing to improved wellbeing of displaced and conflict-affected individuals.

FHI 360 plans to distribute Hygiene Kits to vulnerable IDP households in Dikwa and Ngala Local Government Areas. Over the course of the program, FHI 360 will distribute 4,397 complete kits along with replenishment of kits' consumable items. The kit is designed to last for 3-4 months for a household of eight people. Kit distribution will be targeted to reach at least 90% of the population with priority placed on reaching female and child-headed households. FHI 360 plans to replenish the consumable items in the kits on a quarterly basis.

PURPOSE

- FHI360 Nigeria Country Office is hereby seeking to establish a 12months fixed – firm supply contract with a competent company(s) to supply the Hygiene Kits to the locations aforementioned based yet to be determined supply plan. Furthermore, the companies is required to:
- Provide specified hygiene and sanitation items
- Assemble the items into complete kits
- Deliver assembled kits to Local Government Areas in Borno State as specified by FHI 360

DURATION

FHI 380 intends to award a Master Agreement to multiple service providers. Duration of the Master Agreement will be 12 months. Extension option will be based on availability of funding and overall performance of the vendor.

SCOPE OF WORK

- Provide complete, assembled Kits to FHI 360 in quantities specified in Purchase Order
- Transport assembled kits to location designated in the Purchase Order
- Provide samples to FHI 360 for inspection prior to delivery of a Purchase Order
- Schedule material transport with FHI 360 to coordinate necessary security escorts to project locations

Vendor must be able to supply the following items, assembled as a single Kit:

Initial Hygiene Kit	Units	Qty
Jerrycan (20L) Plastic	Pieces	1
Jerrycan (10L) Plastic	Pieces	1
Bucket (10L) Plastic	Pieces	1
Cups (500mL) Plastic	Pieces	2
Washing laundry soap (290 grams)	Pieces/bars	24
Bathing soap (250 grams)	Pieces/bars	24
Toilet/anal cleansing Kettle – 3Lts and 4Lts (Plastic)	Pieces	2

Vendor must be able to supply the following items, assembled as a set:

Hygiene Kit Replenishment	Units	Qty
Washing laundry soap (200 grams)	Pieces	24
Bathing soap (250 grams)	Pieces	24
Disposable Sanitary Pad	Pieces	4

VENDOR EVALUATION CRITERIA

The final selection will be based on best value; to include favorable cost as well as past performance, and delivery capabilities.

INSTRUCTIONS TO BIDDERS

FHI360 invites qualified vendors submit quotations for the goods as described above. FHI360 anticipates awarding one or more contracts as a result of this RFQ, but reserves the right to terminate the RFQ or negotiations at any time prior to award. Only the successfully prequalified vendors will be requested to submit samples of the hygiene kits for verification.

VENDOR BIDS MUST INCLUDE

- Quotation Cover Page (address, point of contact, email and phone number)
- Evidence of company registration (i.e. Certificate of incorporation Corporate, form CAC7 & CAC2)
- Evidence of payment of tax (tax clearance certificate) for the last three years
- Audited financial statements for the last three years
- Evidence of business location in Borno State
- Bill of Quantities-Complete Hygiene Kit & Replenishment
- Evidence of previously completed purchases of a similar volume in the last three years include organization and point of contact

Bidders must submit request for any clarification and further information concerning this solicitation in writing via email to CRprocurement@ng.fhi360.org **no later than 4pm, on Wednesday, 8th March, 2017.**

Complete quotations must be submitted in hard copy (in a sealed envelope and signed by authorised representative of the bidding company) **on or before 5pm., on Wednesday, 15th March, 2017** to the following addresses:

Crisis Response Procurement Team

Family Health International (FHI360),

46, Shehu Sanda Kyarimi Crescent, Off Damboa Road, Old GRA, Maiduguri, Borno, Nigeria

“Envelopes should be labelled “Hygiene Kit Supply”

- Any quotation received by FHI360 after the deadline for submission stated herein shall be rejected and returned unopened to the bidder
- Issuance of this RFQ in no way constitutes a commitment by RFQ 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.
- FHI 360 is Value added tax (VAT) exempted, but charges Withholding Tax (WTH) in compliance with Relevant Nigerian laws.

RIGHT TO SELECT/REJECT

- FHI 360 reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive quotations and to terminate negotiations without incurring any liability.

REQUEST FOR QUOTATION FIRM GUARANTEE

- All information submitted in connection with this RFQ will be valid for sixty (60) days from the RFQ due date.
- This includes, but is not limited to cost, pricing, terms and conditions, service levels, and all other information.
- If your firm is awarded the contract, all information in the RFQ and negotiation process is contractually binding.

RESERVED RIGHTS

All RFQ responses become the property of FHI 360, who reserves the right in its sole discretion to:

- To disqualify any offer based on offeror failure to follow solicitation instructions.
- Extend the time for submission of all RFQ responses after notification to all offerors.
- Terminate or modify the RFQ process at any time and re-issue the RFQ
- Issue multiple awards based on solicitation activities.
- FHI 360 will not compensate vendors for preparation of their response to this RFQ.
- FHI 360 shall not be obligated to order any minimum or maximum quantities of services or products and assumes no commitment, financial or otherwise.