

Request for Bid for Procurement of QuickBooks 2017 – Desktop Solutions

Association for Reproductive and Family Health (ARFH) is one of the leading Nigerian Non-Governmental Organizations implementing programs for improving Sexual and Reproductive Health, Care and Treatment of HIV/AIDS, Tuberculosis (TB) and Malaria etc. ARFH is implementing a USAID funded OVC project: Local Partners for Orphans and Vulnerable Children Project in Region One: Lagos/Rivers/Akwa Ibom States and one of its objectives is to build the capacity of the CBOs she is working with. As a result of this, ARFH is planning to procure QuickBooks 2017 -Desktop Solutions for the 13 CBOs working in 15 LGAs of the aforementioned States on LOPIN-Region 1 project. We therefore request for bids from reputable organization for the supply and installation of QuickBooks 2017 – Desktop Solutions.

SPECIFICATION/FEATURES:

- QuickBooks Advance Reporting Module.
- 3-user access and flexible for future growth and expansion.
- The bids should include the installation, training of staff and annual maintenance.
- Commitment of support services from the Vendor.

Validity: Vendor proposal shall remain valid for at least 60 calendar days from the deadline of receipt of quotations. Also, for the successful bidder(s), the bids submitted shall remain valid and not subject to review for the one year period from the date of contract signing by the Vendor.

Duration of Contract: Initial 1 year renewable based on satisfactory 1 year service contract.

SUBMISSION OF BID/TENDER

The hardcopies of the 2 bids should be sealed separately in an envelope marked on the top right side with "QuickBooks- Technical Bid" and "QuickBooks-Financial Bid"

PRE-QUALIFICATION:

The RFB documents must contain the following information (The documents should be in separate sealed "Technical Bid Envelope" and "Financial Bid Envelope"). The criteria for scoring the "Technical Bid" are as stated below which shall be used to rate each bidder.

- Full details of the Company's profile-20%
- Evidence of Company Incorporation with CAC- 20%
- Evidence of Payment of Taxes/Tax Identification Number-20%
- Evidence of execution of similar job(s) in the past-40%
- Please note that the "Financial bid" will not be opened if the score for the Pre-qualification is below 70% score

FINANCIAL BID/PRICE QUOTES:

All Vendors are expected to submit the bids in a tabular format using spread sheets with the detailed services available and their unit cost.

ADDITIONAL INFORMATION:

All bid documents submitted for the purpose of this procurement process shall be duly signed by each of the Procurement committee member present on the bid opening day for proper validation of the documents.

This request for bid solicitations has been advertised in both print and electronic media and hence will be competitive.

The successful bidder(s) shall be notified in writing and will be invited to sign a contract with ARFH.

SUBMISSION OF QUOTATIONS:

The hardcopies of the 2 bids should be sealed separately in an envelope marked on the top right side with QuickBooks- "Technical Bid" and QuickBooks- "Financial Bid" and may be delivered by courier service or hand delivery. All Bids Should be addressed to:

**The Chief of Party,
LOPIN-Region 1 Project,
Association for Reproductive and Family Health (ARFH),
Plot 815A, Officers Mess Road,
Ikolaba, Agodi,
G.R.A, Ibadan.**

Enquires should be directed to: Phone numbers:

0803-343-38481, 081-659-16809

E-mail: programs@arfh-ng.org

Deadline for Receipt of Quotations:

The deadline for the submission of quotes shall be latest **6th December, 2016 by 5:30pm**. ARFH reserves the right to reject any quotation submitted after this date & time.