

USAID/FHI360

Request for Quotation (RFQ)

(A) Introduction

Family Health International (FHI360) 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.

FHI360 Nigeria Country Office is hereby soliciting quotation from qualified printing firms to print monitoring and evaluation (M&E) tools. Qualified and Interested bidders are required to request for the list of the tools via printingofm&etools@sidhas.org

(B). SELECTION CRITERIA

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 proposal.

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 (i.e. Certificate of incorporation Corporate, form CAC7 & CAC2).
- (3) Evidence of payment of tax (tax clearance certificate) for the last three years
- (4) Evidence of financial capability i. Bank reference letter ii. Audited financial statements for the last three years

- (5) Verifiable physical address of well-equipped printing press
- (6) Evidence of availability of relevant printing equipment
- (7) Verifiable evidence of similar jobs successfully executed in the past for an amount equal to or above 15 million Naira (including copy of job orders, signed delivery notes of the supplier, and goods receipt note for the receiving organization)
- (8) Resumes/CVs of key technical staff, with copies of professional certificates endorsed or initialed by the staff
- (9) Evidence of employees retirement savings accounts (RSA) with a Pension Fund Administrator
- (10) Evidence of remitting employer and employee pension contributions to the appropriate pension fund custodian
- (11) Evidence of remittance of Training contributions to the Industrial Training Fund (ITF)
- (12) Portfolio of past work, this includes a printed copy of 1 No, Health Related Data Collection Register and 1 No, Health Related Data Summary Form
- (13) Recommendation letter from three Organization attesting to Satisfactory Performance for Supply of Printed Works

(C) INSTRUCTION TO PROSPECTIVE BIDDERS:

The Vendor must have experience in printing (Section B: Scope of Supply) and below are instruction to be strictly complied with. Interested bidders are requested to submit technical and financial bids in separate envelopes. All financial bids must be in Naira (NGN) and signed by Authorized representative of the bidding company.

Financial bids must provide the following information:

- (I) Cost of Printing
- (II) Delivery Schedule
- (III) Payment terms
- (IV) Validity of Quote

(D) SUBMISSION OF PROPOSAL /CLARIFICATION

Bidders are requested to submit their company profile alongside the quotation. The bid must be in Naira (NGN) and signed by authorized representative of the bidding company. Submission should be addressed to:

**The Procurement Manager
Family Health International (FHI360),
Plot 1073 JS Tartsa Street, Garki, Area 3 Abuja.**

All documents required by this RFQ must be received at the above designated location **NOT LATER THAN 2:00PM (Nigeria Time) on January, 27th, 2017** in a sealed envelope. 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

FHI 360 reserves the right to vary any part of this RFQ at the time of award if it becomes necessary. Bidders may be required to submit a sample each of the items they are being considered for. Kindly indicate the following information in your quotation/submission:

- (1) Payment Terms
- (2) **Standard Delivery lead time**
- (3) Quotation Validity

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

FHI360 designee will answer any questions up to **5:00pm on January 20, 2017** in relation to this RFQ; hence any request for clarification should be addressed to the Procurement Manager via Procurement@sidhas.org or Tel: 09-4615555