

# Overview

## USAID FHI360 REQUEST FOR QUOTATION (RFQ)

### MASTER SERVICE (FRAMEWORK) AGREEMENT (MSA) -SUPPLY OF NON-FOOD ITEMS

#### (A) BACKGROUND

Family Health International (FH1360) 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 expected funding from USAID's Office of Foreign Disaster Assistance (OFDA), FH1360 is supporting acute needs of internally displaced persons (IDPs) in Borno State through the provision of integrated health and nutrition, protection and WASH programming. The activities anticipated under this RFP will address immediate sanitation and hygiene needs by erecting public latrines and bathing facilities in areas where none exist.

FHI360 Nigeria Country Office is hereby seeking competent company to submit quotation for the supply of the under listed Non-food items (NFIs) which are required for packaging of Hygiene kits and replenishment under a one-year Master Service Agreement.

#### HYGIENE KITS/NFIS

DESCRIPTION OF ITEMS	UNITS
Jerry can (20L) with Cover/Lid	Pcs
Jerry can (10L) with Cover/Lid	Pcs
Plastic Bucket (10L) with Cover/Lid	Pcs

Cups (500ML)	Pcs
Toilet/anal Cleansing Kettle (3L and 4L)	Pcs
Washing/Laundry Soap 250g (24pcs/person)	Pcs
Bathing soaps 200g (24pcs/Person)	Pcs
Disposable Sanitary Pad (Large size)(4pcs/Person)	Pcs
Sacks for packaging of hygiene kits (Big Size)	Pcs

## REPLENISHMENT KITS/NFIS

DESCRIPTION OF ITEMS	UNITS
Washing/Laundry Soap 250g (24pcs/person)	Pcs
Bathing soaps 200g (24pcs/Person)	Pcs
Disposable Sanitary Pad (Large size)	Pcs
Sacks for packaging of hygiene kits	Pcs

FHI360 may engage multiple firms as a result of this solicitation and contract each for a period of one year, with the possibility to renew for additional time. Work under these contracts will be issued on the basis of Task Orders (TOs).

## EVALUATION FACTORS & SELECTION CRITERIA

Bidder should ensure that all requested information is included in your submission. Proposals will be evaluated based using a quality, lowest/competitive prices and conformity to specification. Proposals that do not meet specification and acceptability acceptable quality will not be evaluated on cost. **You are therefore required to submit a picture sample(s) of the product you intend to supply.**

Please review the tables below for required components of all proposal submissions. Evaluators will neither make assumptions nor draw inferences regarding missing or incomplete information. The submission of incomplete information could result in the rejection of the proposal.

No.	Proposal Requirement	Eval
1.	Company profile with registered address, functional email address and telephone number, point of contact for the entity.	Acce
2.	Evidence of company registration (i.e. Certificate of incorporation, form CAC7 & CAC2).	Acce
3.	Evidence of tax payment for the last three years	Acce
4.	List of past performance of similar projects including contracting entity (NGO, Government, etc.), value of contract and evidence of completion.	Acce
5.	Three professional reference s, including name, phone number and organization that can attest to satisfactory performance in previous provision of related services	Acce

**Evaluation Criteria:** Acceptable proposal requirement, Lowest price, quality of product and approved sample.

## **SUBMISSION OF PROPOSAL**

Bidders must submit request for any clarification and further information concerning this solicitation in writing via email to **Nigeria.quotation@fhi360.org** Tel: **09416 5555** not later than **1pm, Friday, March 23, 2018**. The title/subject of your email enquiry must be "Re: RFO for Supply of Non-food Items- Hygiene kit".

Complete proposals including quotation documents must be submitted in a sealed envelope and signed by the authorized representative of the bidding company to the address below on or before **5pm, Monday, March 26, 2018**. Envelopes should be labelled "Supply of Non-food Items-Hygiene kit" and addressed to:

**The Procurement Unit**

**Family Health International (FH1360),**

**Godab Plaza, 1073A-1, JS Tarka Street,**

**Area 3 Garki Abuja, Nigeria.**

**PLEASE NOTE:**

FHI360 anticipates awarding multiple contracts, but reserves the right to terminate the RFP or negotiations at any time prior to award.

Any proposal received by FHI360 after the deadline for submission stated herein shall be disqualified.

Issuance of this RFP in no way constitutes a commitment by FHI360 to award a contract. FHI360 reserves the right to vary any part of this RFP 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.

FHI360 is Value added tax (VAT) exempted, but charges Withholding Tax (WTH) in