

**REQUEST FOR QUOTE (RFQ) SUPPLY OF LABORATORY CONSUMABLES**

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), FHI 360 is supporting the government of Nigeria (GON) to enhance sustained cross-sectional integration of HIV/AIDS services by building Nigeria Capacity to develop sustainable high quality, comprehensive, prevention, treatment, care and related services in various states within Nigeria.

FHI 360 Nigeria River State Office is hereby soliciting quotation from qualified organizations to supply Laboratory consumables for SIDHAS supported ART and PCR Laboratories. Qualified and Interested bidders are required to request for the list of items via [rvslabsupplies@sidhas.org](mailto:rvslabsupplies@sidhas.org)

**(A) Eligibility Criteria**

The Technical competence of bidders will be evaluated before the financial offers are considered. The minimum criteria that must be met by successful bidders are as follow:

- (1) Detailed Company Profile with registered address, functional email, telephone numbers and point of contract for the organization
- (2) Evidence of company registration (i.e. certificate of incorporation Corporate, form CAC7 and CAC2)
- (3) Evidence of payment of tax (tax clearance certificate) for the last three years
- (4) Audited financial statements for the last three years
- (5) Verifiable evidence of similar Jobs successfully executed in the past for an amount equal to or above three million Naira (including copies of job orders, signed delivery notes, invoices and goods receipt note for the receiving organization)

(6) Recommendation Letter from three reputable and notable organization attesting to satisfactory performance in similar supply jobs

## **(B) SUBMISSION OF QUOTATIONS**

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

**The Program Manager**

**Family Health International (FHI 360)**

**River State Office**

**72, Elelenwo Street, GRA Phase 1**

**Port- Harcourt, Rivers State**

All documents required by this RFQ must be received at the above designated location **NOT LATER THAN 5:00pm (Nigeria Time) on December 21<sup>st</sup>, 2017 in a sealed enveloped clearly labelled LOT 1: Supply of (PCR) Laboratory Consumables and LOT 2: Supply of ART Laboratory Consumable- Priority & SR + LGAs.** Facsimile (fax), e-mail documents or postmarked documents will not be accepted. Issuance of this RFQ in no way constitutes a commitment by FHI 360 to award a contract.

FHI 360 reserves the right to vary any 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. All submitted quotes must be valid for 30days from the closing date of this RFQ. Kindly indicate the following in your quotation/submission;

**(1) Payment Terms**

**(2) Standard Delivery Lead time**

**(3) Quotation Validity**

**(4) Warranty Terms (Where applicable)**

FHI 360 is Value Added Tax (VAT) exempted, but charges Withholding Tax (WTH) in compliance with Relevant Nigerian Tax Laws.

FHI 360 designee will answer any questions up to **5:00pm on December 14<sup>th</sup>, 2017** in relation to this RFQ; hence any request for clarification should be addressed to the Senior Finance and Admin Officer via [rvsprocurement@sidhas.org](mailto:rvsprocurement@sidhas.org)