

## **Request for Proposal for the Pre-Qualification of Printers**

The Association for Reproductive and Family Health (ARFH) has received grants from Global Fund for Tuberculosis, HIV and Malaria Projects in Nigeria and intend to apply part of the proceeds of the grant to Pre-Qualify and Select the Printers that will be used by the organization for a period not less than 1 year. ARFH now invites sealed Technical bids.

### **Pre-qualification:**

The company must be a registered Limited Liability Company with the requisite experience and track records for Printing. The documents below must be made available in a sealed Envelope.

- Company Profile with in-country staff strength and registration with relevant professional bodies – 5%
- Evidence of company's incorporation with Corporate Affairs Commission (CAC) – 5%
- Evidence of three years (2010 – 2012) Tax Clearance Certificate; Evidence of a Tax identification Number (TINNo.) -10%
- Evidence of current audited accounts of your firm for the past three years (2010 – 2012) – 5%
- Pictorial/verifiable proof of adequate Printing Machines located in AMAC Area Council Abuja with a verifiable address given ....20%
- Referrals/Recommendation letters from at least 5 organizations (NGOs, Government Institutions, Foreign Missions (UN, Embassies, Donor Agencies etc) -25%
- Evidence of at least 10 past jobs done with evidence of Contracts/MOUs for different organizations preferably NGOs, Government Institutions, Big (having over 50 staff strength) Privately owned organizations as well as Foreign Missions for the past 24months....15%
- Sample of lobs done for at least 10 organizations.....15%.

### **Additional Information:**

- Routine Spot checks or mid-process verification shall be done for this activity. Bidders are encouraged to submit only genuine documents.

- Please kindly scan and save the original of all submitted documents in a Flash Drive and include in the sealed Envelope to be submitted.
- The successful bidder(s) shall be notified in writing and will be duly informed on the next steps.
- All bids not adhering to the guidelines and conditions set out for this activity shall be rejected out rightly.

**Method of Submission:**

Original copy bid should reach the address as stated below on or before the 7<sup>th</sup> August, 2014. Sealed in an envelope marked on the top right side with “Printers Pre-Qualification Submission and addressed to:

**The Chairman, Procurement Committee,  
Association for Reproductive and Family Health (ARFH)  
Millennium Builder’s Plaza, 1st Floor, Block C,  
Plot 251 Cadastral Zone  
Herbert Macaulay Way, Opposite NNPC Towers  
Abuja, Nigeria.**