

Health Communication Capacity Collaborative

Request for Quotes (RFQ)

Importance: Urgent

Issued on: Thursday, August 13, 2015

Deadline for Submission of Quote: Wednesday, August 26, 2015

Health Communication Capacity Collaborative (HC3), a USAID-funded project implemented by the Johns Hopkins University Bloomberg School of Public Health Center for Communication Programs (JHUCCP) in Nigeria hereby invites qualified advertising agencies to submit quotes for the production of media materials as outlined under the Scope of Work below. JHUCCP expects to negotiate and award a fixed price purchase order based on this request for Quote (RFQ). Interested firms should prepare and submit their quotes to JHUCCP as specified in the "Submission Requirements" section of this RFQ.

Scope of Work

The selected firm will produce the following materials:

(A) Develop scripts and produce materials as follows:

(a) 1,60-second radio spot to increase awareness on fake malaria medicines and promote the use of NAFDAC's scratch pad in two languages (English and Ibibio)

(b) 1,60-second radio spot to discourage self-medication, promote hospital attendance and testing before malaria treatment in two languages (English and Ibibio)

(c) 2, 45-second television spots to complement (a) and (b) above in two languages (English and Ibibio)

(B) Design and print materials as follows:

(a) 1, full color folder jacket with an inner pocket to carry A-4 size fact sheets (2500 copies)

(b) 1, full color A3-size Sticker with capacity to stick on most surfaces- wall, wood, glass etc (2500 copies)

- (c) 2, full color A2-size posters – using the same models as those that would be used in the TV material (5000 copies each)
- (d) 1, full color, 24-page, quoto-size booklet (10,000 copies)
- (e) 6, A4-size fact sheets (2500 copies each)

Submission Requirements

Firms should ensure Quotes include:

- (1) A short statement describing the firm’s capability for best completing the assignment.
- (2) Samples of similar materials produced previously
- (3) A timeline for completing the assignment
- (4) Three references for the firm, including complete names, current title and contact information (phone and or e-mail) for each.
- (5) A price Quote/budget for the total fixed amount.

Criteria for Evaluation

Quality of sample materials	40
Budget	25
Timeline	10
Experience (from capability statement and referee information)	25
Total	100

Response

Responses to this RFQ, including electronic versions of samples of similar materials produced previously should be submitted by email to: **hc3ssffc@gmail.com by 4:00 PM., on Wednesday August 26th 2015.** Quotes received after this date and time shall not be accepted.

Where interested firms require clarifications, all questions must be in writing and sent to: **Tofem@outlook.com on or before 12 Noon, on Tuesday August 18, 2015.** A written

reply will be sent by close of business of the same day. No telephone contact will be entertained.

Shortlisted firms will be invited to make oral presentations at the JHU. CCP offices in Abuja.

Offer Verification

JHUCCP may contact offerors to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.

Issuance of this Request for Quote does not constitute an award commitment on the part of JHUCCP nor does it commit JHUCCP to pay for the costs incurred in the submission of a Quote to the RFQ. Furthermore, JHUCCP reserves the right to reject any or all offers received and to negotiate separately with an offeror, if such action is considered to be in the best interest of JHUCCP's client organization, the US Agency for International Development.

JHUCCP may evaluate offers in response to this solicitation without discussions and will award a contract to the responsible offeror whose offer, conforming to the solicitation, will be most advantageous to JHUCCP based on the technical factors specified in this solicitation and the price.