



**REQUEST FOR QUOTATION FOR: Procurement of Health commodities**

**REQUIRED BY:** Christian Aid UK, Nigeria Country Programme, Plot 802 Ebitu Ukiwe Street, off Mike Akhigbe Way, Jabi, Abuja.

Christian Aid UK, Nigeria Country Programme (CA) received funding support from UKaid-DFID to implement a project titled: Partnership for Improved Child Health (PICH). It's a 3 year project on Integrated Community Case Management of childhood illnesses (iCCM) implemented in 4 Local Government Areas (LGAs) of Benue State. The PICH project aims to contribute to the reduction in under-five mortality in the State. The organization intends to apply a portion of the grant to eligible payments under the contract for which this Invitation to Bid is issued.

1. You are invited to submit your most competitive quotation for the items in the attached Appendix A.  
Any contract placed as a result of this quotation will be subject to the conditions of contract for the purchase of Goods, 'the Contract Condition.'
2. **Appendix A:** Please complete Appendix A as applicable. Show your most competitive prices. Show any non-compliance with the specification on a separate sheet.
3. The bidder must meet these criteria/ submit one scan copy each of the following:
  - i) Evidence of professional registration for such business/services.
  - ii) Evidence of registration with Corporate Affairs Commission (CAC).
  - iii) Evidence of 3 years' experience in such business.
  - iv) The bidder must comprise a single company. No consortium is allowed.
  - v) The bidder should not have been blacklisted by any institution/Government office.
4. Where practicable and economical, attach copies of any supporting literature, manufacturer's specifications, drawings, etc. with the bid documents.
5. The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.
6. **Terms of payment:** Terms of payment shall be in accordance with the contract conditions, i.e. on or before the expiry of FOURTEEN DAYS from completion of your obligations under the resulting contract. It should be noted that no advanced payments will be made in any resulting contract.
7. **Quotation return:** Please send by e-mail to [ngprocurement@christian-aid.org](mailto:ngprocurement@christian-aid.org) the completed Appendix A with all scanned supporting documents on or before 12pm of Monday 20<sup>th</sup> February, 2017. **Bids must be submitted via e-mail.** Bids received late will be rejected.

The subject should be the name of the bidder. If you are unable to bid, please advise us immediately.



## APPENDIX A

To: Christian Aid UK, Nigeria Country Programme,

CA Reference: CA/PROC/UKAM/002

Plot 802 Ebitu Ukiwe Street

Off Mike Akhigbe Way,

Jabi, Abuja

Date:

We hereby offer to supply on terms of Request for quotation of the goods detailed in the Schedule of requirements below in accordance with Christian Aid UK, Nigeria Country Programme's conditions of contract for the purchase of Goods and such other conditions specified in the request for quotation and to deliver the goods within the period stated.

### SCHEDULE OF REQUIREMENTS

CA Reference:-CA/PROC/UKAM/002

Currency:-NIGERIAN NAIRA

S/N	Item Name	Unit of Measurement	Unit price	Quantity	Total price
1.	Amoxicillin 250mg Dispersible	1 X 10 Tablets		278,552	
2.	Arthemeter/ Lumefantrine (20mg/120mg)	1 X 3 Tablets		668,525	
3.	Arthemeter/ Lumefantrine (20mg/120mg)	1 X 6 Tablets		286,511	
4.	Low Osmolarity- ORS	Satchets		1,253,486	
5.	Zinc 20mg	1X10 Tablets		417,829	
6.	Paracetamol 500mg (scored)	1 X 10 Tablets		139,276	
7.	Hand Sanitizer	200ml		12,524	
8.	Malaria Rapid Diagnostic kit	25 Tests		22,284	

Prices are for delivery to Benue State Central Medical Stores in Makurdi



We hereby offer to supply on terms detailed in the Schedule of requirements in accordance with Christian Aid Nigeria conditions of contract for the purchase of Goods and such other conditions specified in the request for quotation and to deliver the goods within the period stated.

We confirm that the goods meet the required specification, duly registered and suitable for use in Nigeria.

This quotation is valid for acceptance from 12pm of Monday 20<sup>th</sup> February, 2017.

Our delivery period shall be 14days upon receipt of an award of contract.

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Authorized signature

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Name in Capitals

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Position:

Company Name and Address:



## APPENDIX B

### INSTRUCTIONS TO BIDDERS

#### 1. BID REQUIREMENTS.

**1.1 Source of funds:** Christian Aid UK, Nigeria Country Programme is implementing a 3- year UKaid-DFID funded Integrated Community Case Management of childhood illnesses in Benue State tagged Partnership for Improved Child Health (PICH). A portion of the grant will be used for eligible payments under the contract which this Invitation to Bid is issued.

**1.2 Pricing:** Bids are sought on a competitive basis and must include volume discounts in respect of these quantities. All prices are subject to detailed scrutiny and may be subject to negotiation.

**1.3 Cost of bidding:** The bidder shall bear all costs associated with the preparation and submission of its bid via e-mail.

**1.4 Clarification of bidding documents:** A prospective bidder requiring any clarification of the bidding documents shall notify CA in writing via e-mail. CA will respond in writing via email to any request for clarification of the bid documents which it receives no later than 24hours prior to the deadline for submission of the bids. Request for clarification and the response(s) shall form part of any resultant contract.

**1.5 Amendment of bidding documents:** At any time prior to the deadline for submission of bids, CA for any reason, whether on its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.

All prospective bidders will be notified of the amendment in writing, and the amendment will be binding on them. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, CA at its discretion, may extend the deadline for the submission of bids.

**1.6 Language of Bid:** The bid prepared by the bidder, as well as all correspondence and documents relating to the bid, exchanged by the bidder and CA, shall be in English language.

**1.7 Date for submission of bids:** Bids must be received via e-mail in the specified form, date and time.

**1.8 Late bids:** Any bid received by CA after the deadline for submission of bids will be rejected.

**1.9 Modification and withdrawal of bids:** A bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bid, is received via e-mail by CA prior to the required deadline for submission of bids. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the Form of bid.

**1.10 Currency:** Prices must be quoted in Nigerian Naira.



### **1.11 Corrupt or Fraudulent Practices:** CA, as an International Non-Governmental

Organization (INGO), observes the highest standard of ethics during procurements and execution of contracts. In pursuant of this policy, CA has adopted the following definitions:

- (i) 'Corrupt practices' means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution  
and
- (ii) 'Fraudulent practices' means a misrepresentation of facts in order to influence a procurement process or execution of a contract.

CA will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for contract in question or declare the bidder to be ineligible either indefinitely or for a stated period of time, from participation in this, or other project.

**1.12 Payment:** Payment will be in accordance with the terms and condition of the resultant contract and shall be on yearly basis (immediately after each delivery).

## **2. OTHER REQUIREMENTS**

**2.1 Validity:** Your bid must be valid for the duration of the life of the project (30 months) from the bid closing date and time.

**2.2 Delivery:** The delivery period you offer must be realistic and accurate since any subsequent Contract will be subject to the liquidated damages provisions of the Contract Conditions. **Items will be ordered and delivered on a yearly basis (a total of three tranches in all) during the period of validity of the bid or the course of any resulting contract.**

**2.3 Delay in delivery:** Any resulting contract may be subject to liquidated damages for delay of CA condition of contract for the purchase of Goods.

**2.4 Inspection:** Goods/Services offered shall be subject to CA inspection.

**2.5 Standards:** The Goods shall be supplied in accordance with the specification set out in the contract. All materials used and Goods provided under the Contract, shall be new and of satisfactory quality. Where no specification or standard is stated then all Goods shall be supplied in accordance with the relevant ISO Standard, or to a recognized national standard in the country of manufacture, in Nigeria and acceptable to CA.

**2.6 Local taxes:** Goods and services procured by CA shall be free from value added tax; however 5% withholding tax will be deducted from the total cost of each product as provided under tax laws in Nigeria.

**2.7 Fixed Prices:** All bid prices shall be fixed prices, not subject to variation due to alteration in wage rates, prices of materials, exchange rates, or other factors during the course of any resulting contract.



### **3. COMPLETION OF BID DOCUMENTS FOR RETURN.**

Failure to complete and return a full set of documents may result in your bid not being considered.

**3.1 Schedule of Requirement (Appendix A):** This is the schedule that will guide you to determine your cost and delivery to Benue State Central Medical Stores, Makurdi.

**3.2 Discounts:** CA could be treated as a favoured purchaser and every discount must be shown here and deducted from the total price for delivery at Benue State Central Medical Stores, Makurdi to indicate total net price of goods.

**3.3 Additional cost to deliver:** Indicate additional cost if any to deliver at Benue State Central Medical Stores, Makurdi.

**3.4 Delivery period:** The delivery period should be quoted in the form. The delivery period will be used for bid evaluation purposes.

### **4. EVALUATION AND ACCEPTANCE.**

**4.1 Evaluation:** Any resultant award of contract will be made on the basis of the following factors to establish the most economically advantageous bid:

- Compliance with the technical specification/Quality
- Evaluated prices
- Delivery schedule offered in the bid
- Evidence of registration with CAC, NAFDAC
- Years of Experience
- Compliance with the bid requirements
- Ability to deliver

Bidders shall not be permitted to correct or withdraw material details once bid submission have closed. The exception being arithmetical errors which shall be adjusted at line item level based on the offered unit price. **Bidders MUST attach as evidence the above mentioned requirements where applicable.**

**4.2 Clarification of Bids:** During the evaluation of bids, CA may at its discretion ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing.

**4.3 Confidentiality:** Following receipt of bids by the stipulated bid closing date, information relating to the award of contract shall not be disclosed until the successful bidder has been notified of the award of contract.

**4.4 Acceptance and Contract Award:** CA reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders. CA reserves the right to schedule the consignments to meet her distribution requirements.

**4.5 Notification of Award:** Prior to the expiry of the period of bid validity, CA will notify the successful bidder in writing that its bid has been accepted. The notification of the award will constitute the formation of the contract.