

## **ACHIEVING HEALTH NIGERIA INITIATIVE (AHNI)**

### **REQUEST FOR QUOTATION (RFQ) FOR SUPPLY OF SKILL ACQUISITION START-UP KITS TO AWKA, ANAMBRA STATE**

#### **(A) BACKGROUND**

Achieving Health Nigeria Initiative (AHNI) is a not-for-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender equality, youth, research, humanitarian services, and technology – creating a unique mix of capabilities to address today's Interrelated development challenges.

We are inviting qualified and interested companies to submit sealed quotations for the supply of skill acquisition starter kits to Awka, Anambra State as listed below:

#### **(b) REQUEST:**

Interested bidders should visit this webpage on any web browser to access and download any of the LCTTs of interest in respect to this notice:

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LOT 1 - Tailoring Materials
LOT 2 - Hairdressing Material
LOT 3 - Catering Materials
LOT 4 - Make-Up Materials
LOT 5 - IT & Communication Items
LOT 6 - Hat Making Materials
LOT 7 - Furniture

#### **(C) MINIMUM ELIGIBILITY REQUIREMENT:**

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**No RFP REQUIREMENT**

- 1 Company Profile: registered address(s), official/functional emails, telephone numbers, and point of contact for the company
- 2 Evidence of legal registration document of the company (CAC, FORM C07, and FORM C02)
- 3 Latest Tax Clearance Certificate (Please note that we will scan the QR Code on your TCC to validate authenticity)
- 4 Evidence of Financial Capability (most recent audited account)  
Bank Reference Letter duly addressed to AHNi Procurement Committee- Please note, if
- 5 you have submitted any bank reference letter within the last 8 months to AHNi, You are eligible to use a photocopy of the same bank reference.  
Evidence of experience in award(s) of any of a LOT (s) of interest with similar scope,
- 6 complexity, and value within the last 3 years: Bidders must provide copy(ies) of Job Orders or Contract of supply and proof of delivery(ies)
- 7 Financial Quotation and required Commercial Terms

**(d) EVALUATION AND SELECTION CRITERIA:**

The firm must ensure that all requested information above is included in the submission. Proposals will be evaluated as follows:

STAGES OF BID EVALUATION	EVALUATION DESCRIPTION	EVALUATION APPLICATION
1st STAGE	Complete Conformity to Tender Submission Requirement	PASS OR FAIL
2N3 STAGE	Conformity to Minimum Eligibility Requirement listed	PASS OR FAIL
3rd STAGE	Financial Bid Opening and Assessment of Conformity to Financial Quotation (i.e. clear items description in line with listed specification, Delivery Lead time, Price and Warranty)	PASS OR FAIL
4th STAGE	Consideration for Award	Price Reasonableness, Acceptable Quality, Acceptable Delivery Timeline and Warranty

**(e) SUBMISSION PROCEDURE AND INSTRUCTIONS:**

Technical Documentation (Criteria 1-6), and Financial Quotation including commercial terms (Criteria 7) MUST be submitted in 2 separate envelopes, signed by an authorized representative for those that require the same, property labeled with your company name on one side of the envelop as well as its content on the other side of the envelope (e.g., Envelop 1-Technical Document, Envelop 2-Financial Quotation). You are expected to submit these two (2) envelopes inside one bigger envelope, addressed, and submit the same in hard copy to:

The Procurement Committee,

Achieving Health Nigeria Initiative (AHNi),

Mot 512, Cadastral Zone B09(#23 Celina Ayom Crescent),

Behind NAF Conference Centre,

Kado 900108, Abuja FCT

**(f) ADDITIONAL INFORMATION TO BIDDERS:**

- For clarification on any aspect of this RFQ, please send an email reflecting the LOT title to [Abeja.Procurement@Ahnigeria.org](mailto:Abeja.Procurement@Ahnigeria.org)
- AHNi is Value Added Tax (VAT) exempted but deducts withholding tax (WHT) in compliance with relevant Nigeria Tax Laws;
- All proposal documents submitted including price must be valid for three (3) months from the proposal due date. This includes but is not limited to cost, terms, conditions, and service level agreement.
- Where possible, kindly provide colour picture samples of your quoted items. Provision of Brands and models are important requirements.

- Delivery location for all LOT is Awka, Anambra State.
- Bidders can quote for one or all the LOTs depending on qualification and experience.
- You must be able to quote for all listed items in a LOT to stand a chance.
- AHNi requires compliance to the policies on Protection Against Sexual Exploitation and Abuse (PSEA), and the Violence Against Persons Prohibition Act (VAPPA, 2015) from its vendors and Partners. All prospective bidders must be in compliant to these important policies.

**(g) CLOSING DATE:**

All completed proposal documentation must be hand delivered or couriered to the above address **on or before Tuesday, 7 November, 2023 at 5:00pm GMT.**

**DISCLAIMER**

AHNI reserves the right to select and negotiate with those companies it deems in its sole discretion to be qualified for competitive bid and to terminate negotiation without incurring any liability. Issuance of bid documents does not constitute a commitment by AHNi to award a contract.