

GEORGETOWN GLOBAL HEALTH NIGERIA (GGHN)

REQUEST FOR QUOTATION - PRINTING OF DATA COLLECTION TOOLS

Georgetown Global Health Nigeria (GGHN) is a non-profit, non-governmental organization committed to promoting best practices in healthcare delivery and research. We aim to strengthen health systems by utilizing both local and internationally adapted models.

GGHN kindly request quotations for printings of data collection tools, details are as follows:

SN	Program Area	Name of Tool	Paper size	Centre spread	No of pages	Number of booklets to print	Paper quality Gram	Cover (hard or soft)	Cover color
1	ART	Facility/ Appointment register	A3	Single spread	100	910	80	Hard with coat of arm	Nigerian green
2	ART	Combined Pharmacy order form - in triplicate (white, green & pink)	Legal	Single spread	20 of 60	59230	70	Soft cover with coat of arm	White
3	ART	Pharmacy daily worksheet	A3	Centre spread	50	546	80	Hard with coat of arm	Nigerian green
4	ART	Client tracking register	Legal	Single spread	100	182	80	Hard with coat of arm	Nigerian green
5	ART	Client tracking & termination form	Legal	Single spread	20 of 60	91	70	soft with coat of arm	White
6	ART	HIV care & Treatment transfer form	Legal	Single spread	20 of 60	91	70	soft with coat of arm	White
7	ART	Post exposure prophylaxis register	A3	Single spread	100	91	80	Hard with coat of arm	Nigerian green
8	ART	Adult initial clinical evaluation (duplicate; white and green)	Legal	Single spread	20 of 60	455	70	soft with coat of arm	White

9	ART	Pediatric initial clinical evaluation (duplicate; white and green)	A4 portrait	Single spread	20 of 60	364	70	soft with coat of arm	White
10	ART	Lab order & result form (duplicate; white and green)	A4 portrait	Single spread	100 sheets printed front only comprising 50 sheets each of original and duplicate	11846	70	soft with coat of arm	White
11	ART	Viral load order & result form	A5 landscape	Single spread	100 sheets printed front only comprising 50 sheets each of original and duplicate	18757	70	soft with coat of arm	White
12	ART	ART register	A3	Centre spread	50	455	80	Hard with coat of arm	Nigerian green
13	ART	Enrolment register	A3	Centre spread	50	364	80	Hard with coat of arm	Nigerian green
14	ART	Intensive Adherence monitoring form	Legal	Single spread	50	182	70	soft with coat of arm	White
15	ART	Facility DSD register	A3	Centre page	100	273	80	Hard with coat of arm	Nigerian green
16	ART	Community DSD register	A3	Centre page	100	364	80	Hard with coat of arm	Nigerian green
17	ART	Eligibility and acceptance form	Legal	Single page	100 sheets printed front only comprising 50 sheets each of original and duplicate	364	70	soft with coat of arm	White
18	ART	Viral load monitoring register	A3	Centre page	50	364	80	Hard with coat of arm	Nigerian green

19	ART	EAC form	Legal	Single page	50	364	70	Soft with coat of arm	White
20	ART	EAC register	A3 landscape	Single page	100	364	80	Hard with coat of arm	Nigerian greens
21	ART	Care card	A3 landscape	Centre page	1 sheet printed front and back	16834	Card board paper		Manila card Buff color
22	ART	PrEP register	A4 portriat	Single page	50	364	80	Hard with coat of arm	Nigerian green
23	ART	PrEP MSF	A4 Landscape	Single page	50	91	70	Pelican white	White
24	ART	OYTZ register	A3	Single page	50	364	80	Hard with coat of arm	Nigerian green
25	ART	ART Monthly summary form	Legal	Single page	30 of 60	182	70	Hard with coat of arm	White
26	ART	Viral load turn around register	A3	Centre page	50	546	80	Hard with coat of arm	Nigerian green
27	ART	Care and support MSF	Legal	Single page	75 sheets printed front only (25 sheets for each sheet of the triplicate)	182	70	Pelican white	White
28	ART	Care and support register	A3	Centre page	50	546	80	Hard with coat of arm	Nigerian green
29	ART	Care and support checklist	Legal	Single page	50	982	70	Hard with coat of arm	White
30	ART	Outgoing/transfer out register	A3	Centre page	50	91	80	Pelican white	Nigerian green
31	ART	Viral sample collection register	A3	Centre page	50	546	80	Hard with coat of arm	Nigerian green
32	HTS	Risk stratification form	A3	Single page	100 single printed front only	546	70	Pelican white	White

33	HTS	TPT registers	A3	Centre page	50	364	80	Hard with coat of arm	Nigerian green
34	HTS	HTS client intake form	A4 portrait	Single page	100 single printed front only	12153	70gms bond	Pelican white	White
35	HTS	HIV request and result form	A5 landscape	Single page	100 single printed front only	12153	70gms bond	Pelican white	White top pad to be perforated at the middle to make two copies of A5 per A4 page Green
36	HTS	HIV testing worksheet		Single page	100 single printed front only	5957	70gms bond	Navy blue hard cover bonding	
37	HTS	HIV testing services register	A4 landscape	Centre page	100 single printed front only	910	70gms bond	Pelican card (300gsm) printed in one colour	Green hard cover bonding
38	HTS	Client referral forms	A4 portrait	Single page	150 sheets printed front only (50 sheets for each sheet for the triplicate)	182	70gms bond	Pelican white	White
39	HTS	Referral registers	A4 landscape	Single page	100 single printed front only	182	70gms bond	Green hardcover	White
40	HTS	Family index testing form	A4 portrait	Single page	100 sheets printed front and back (page 1 & 2)	910	70gms bond	Pelican white	White
41	HTS	Partner notification service form	A4 landscape	Single page	100 sheets printed front and back (page 1 & 2)	364	70gms bond	Pelican white	White

42	HTS	Index testing register	A3 landscape	Centre page	100 sheets printed front and back	910	70gms bond	Green hardcover	Green hard cover binding
43	HTS	Response and referral card	A4 landscape	Single page	100 sheets printed front and back	91	70gms bond	Pelican white	Left pad, perforated at centre to detach page 2
44	HTS	HIV Self-training register	A3 landscape	Centre page	100 sheets printed front and back	364	70gms bond	Green hardcover	Green hard cover binding
45	HTS	HTS Monthly summary form	A4 portrait	Single page	75 sheets printed front only (25 sheets for each sheet of the triplicate)	182	50gsm carbonized triplicate (white, blue & pink colour)	Pelican white	White
46	HTS	Self-testing MSF	A4 portrait	Single page	75 sheets printed front only (25 sheets for each sheet of the triplicate)	182	70gms	Pelican white	White
47	ICT	Index training MSF	A4 portrait	Single page	75 sheets printed front only (25 sheets for each sheet of the triplicate)	182	70gms	Pelican white	White
48	ICT	Geneology MSF	A4 portrait	Single page	75 sheets printed front only (25 sheets for each sheet of the triplicate)	182	70gms	Pelican white	White
49	PMTCT	General ANC register	A3 landscape	Centre page	50	546	80	Hard with coat of arm	Nigerian green
50	PMTCT	PMTCT HTS register	A3 landscape	Centre page	50	546	80	Hard with coat of arm	Nigerian green

51	PMTCT	Partner register	A3 landscape	Centre page	50	273	80	Hard with coat of arm	Nigerian green
52	PMTCT	PMTCT delivery register	A3 landscape	Centre page	50	273	80	Hard with coat of arm	Nigerian green
53	PMTCT	PMTCT child follow-up register	A3 landscape	Centre page	50	273	80	Hard with coat of arm	Nigerian green
54	PMTCT	PMTCT maternal cohort register	A3 landscape	Centre page	50	273	80	Hard with coat of arm	Nigerian green
55	PMTCT	PMTCT monthly summary form	Legal	Single page	75 sheets printed front only (25 sheets for each sheet of the triplicate)	182	70	Pelican white	White
56	PMTCT	HIV-exposed infant birth cohort reporting form	Legal	Single page	75 sheets printed front only (25 sheets for each sheet of the triplicate)	273	70	Pelican white	White
57	PMTCT	DBS form	Legal	Single page	50 sheets printed front only	91	70	Pelican white	White
58	PMTCT	PMTCT maternal cohort reporting form	Legal	Single page	75 sheets printed front only (25 sheets for each sheet of the triplicate)	182	70	Pelican white	White
59	PST	Bin Cards	Legal	Single page	1 sheet printed front and back	4550	Cardboard paper	Pelican white	White
60	PST	Record for transferring/returning commodities	Legal	Single page	100 sheets printed front only	455	70	Pelican white	White
61	PST	Pharmaco- vigilance forms	Legal	Single page	100 sheets printed front only	455	70	Pelican white	White

62	PST	CRRF	Legal	Single page	100 sheets printed front only	455	70	Pelican white	White
63	PST	CRRF-CD4	Legal	Single page	100 sheets printed front only	182	70	Pelican white	White
64	PST	ADR screening form	Legal	Single page	100 sheets printed front only	182	70	Pelican white	White
65	PST	PPR	Legal	Single page	100 sheets printed front only	455	70	Pelican white	White
66	CXCA	Cervical cancer VIA screening form with duplicate	Legal	Single page	50 sheets printed front only	364	70	Pelican white	White
67	CXCA	Cervical cancer screening and treatment monthly summary form	Legal	Single page	50 sheets printed front only	364	70	Pelican white	White
68	CXCA	Cervical cancer screening and treatment register	A3	Centre page	50 sheets printed front only	364	80	Hard with coat of arm	Nigeria green
69	GBV	GBV reporting form	Legal	Single page	50 sheets printed front only	182	70	Pelican white	White
70	GBV	National GBV & HR screening intake form	Legal	Single page	50 sheets printed front only	182	70	Pelican white	White
71	GBV	National GBC & HR register	Legal	Centre page	50 sheets printed front only	182	80	Hard with coat of arm	Nigeria green
72	ART	TB/HV MSF	Legal	Single page	50 sheets printed front only	182	70	Pelican white	White

Conditions of tenders

- Should your organization be successful in the bid selection process, GGHN shall withhold & remit to the tax authority the appropriate tax rate under which your professional service falls, and a performance Bond (PB) will be requested from you if your transaction fails within that threshold.

- We are VAT exempt as an organization (NGO) so your quote should be exclusive of VAT.
- Vendors should upload alongside their quotation company documentation which includes CAC, TCC, Company Profile, Memorandum and Articles of Association etc.

All quotes must be submitted on or before the close of business on **22nd September, 2023** in SOFT COPY to procurements@gghnigeria.org or HARD COPIES in a sealed envelope properly addressed to:

The Procurement Officer;

Georgetown Global Health Nigeria (GGHN)

No 2 Babetope Ajakaiye Crescent, Jahi District, Jahi, Abuja

All enquiries should be sent to procurements@gghnigeria.org .

Regards

Procurement Department