

INSTITUTE OF HUMAN VIROLOGY, NIGERIA (IHVN)

EXPRESSION OF INTEREST

EOI TITLE: CALL FOR EXPRESSION OF INTEREST (VENDOR REGISTRATION)

(1) INTRODUCTION

The Institute of Human Virology, Nigeria (IHVN) is a leading local non-governmental organization implementing HIV/AIDS, Tuberculosis, Malaria, Research and non-communicable disease projects in Nigeria through the development of infrastructure for treatment, care, prevention, and support for people living with and those affected by these diseases.

(1.2) BACKGROUND

The Institute of Human Virology, Nigeria (IHVN) was established in 2004 as a local organization to address the HIV/AIDS crisis in Nigeria through the development of infrastructure for treatment, care, prevention, and support for people living with and that affected by HIV/AIDS but has now expanded its services to other infectious diseases of TB and malaria, including cancers. IHVN is structured to develop and maintain linkages with local and international organizations in collaborative ways that support the Government of Nigeria's health sector strategic plans. IHVN key technical and funding partners are the Centers for Disease Control and Prevention (CDC) and the Global Fund to Fight AIDS, Tuberculosis and Malaria.

(3) SCOPE OF BID

In accordance with best practices, the purpose of this request for expression of interest is aimed to identify qualified, interested and duly registered companies, suppliers, or service providers who would express interest in providing any of the below-listed goods or services to our organization in any of our various locations.

(4) Expression of Interest

IHAVN Is soliciting for interests from reputable vendors and organizations with relevant experience to come and be a part of our vendor database.

To be eligible to participate in the EoI process, interested organization are required following information;

- EoI must be properly sealed.
- Availability of a Company profile (Including list of key personnel qualification and experience, locations main office, branches and/or outlets)
- Copies of audited financial statements for the last 3 years i.e 2022, 2021, 2022 & 2023 if readily available.
- EoI must provide evidence of at least two similar Jobs made in the past for IHVN or any other organisations
- EoI must provide proof of registration with the Corporate Affairs Commission (CAC)
- Bank Reference Letter
- Copy of DUNS Certificate
- Proof of authorization to practice or to sell where applicable
- Three references from your existing customers
- Any other relevant document.

(5) Submission Requirements

- All EoI must be in ink or type written, submission in pencil will not be accepted.
- Copies of the complete hard copies of EoI are to be submitted via courier or hand delivered, in a sealed envelope or parcel to the following address:

INSTITUTE OF HUMAN VIROLOGY, NIGERIA

IHVN Campus.

6th Floor, Cadastral Zone COO Plot 62, after BAZE University, Off CITEC Road, Abuja-NIGERIA.

Attn: Procurement Unit

- All Eol must indicate their details in the bid register before dropping it in our bid box.
- Eol cover letter must be on Company's Letter head, duly signed and stamped by an authorized company representative.

All enquiries regarding the proposed application for the above should be addressed to the Deputy Director Procurement/HOD SCM via bids@ihvnigeria.org

(6) Notice:

- Eol which must reach us within fifteen (15) working days from the date of this publication should have the title of the Eol written on the "Top Left-Hand Corner" of the envelope.
- We can only achieve our aims of long-term success if you provide outstanding service and quality products. To this end, IHVN shall reserve the right to delist any company for non-performance or non-compliance with specification, delivery time and any other terms of contract.

(7) The Bid and Bid Deadline:

Bid Deadline Date/Time: 16 November 2023

CATEGORY

Reference	Goods/Services
001	Drug and Pharmaceutical Supplies
002	Laboratory Supplies
003	Printing and Media
004	Building Renovation and General Maintenance
005	Information Technology/Internet Services
006	Supply of Stationeries
007	Medical/Hospital Supplies
008	General supply and office equipment
009	Car Hire Services
010	Hospitality Services
011	Diesel Supply

Important Notice

- The successful Vendors) will complete a vendor registration form with IHVN legal unit and maintain an annual renewal processes with the Institute.
- Vendors shall be domiciled in and shall comply with all Government Regulations to operate in Nigeria. Vendors shall be regular taxpayers and shall furnish a copy of their operating license or certificate of registration. Vendors shall not be under a declaration of ineligibility for corrupt or fraudulent practices
- This call for expression of interest does not amount to a commitment on the part of IHVN and nothing in this EOI shall be construed as a form of binding legal contract.
- IHVN shall reserve the right to accept or reject any or all the acceptance or rejection.
- After the screening process, all eligible vendors shall be contacted.