

John Snow, Incorporated (JSI) – We are public health care and health systems consultants and researchers driven by a passion to improve health services and health outcomes for all.

Title: Request for Quotation for Production of Promotional Materials

Locations: Anambra, Borno, Cross River, Rivers, Delta, Ebonyi, Edo, Ekiti, Gombe, Imo, Kaduna, Katsina, Kogi, Kwara, Niger, Ondo, Oyo, Plateau, Sokoto, Yobe and Zamfara

Background to the Project

- HPV Vaccine Acceleration Program Partners Initiative (HAPPI) consortium is a project that aims to accelerate the uptake of HPV vaccines among girls and adolescents worldwide.
- The project is funded by the Bill & Melinda Gates Foundation and combines expertise in policy, access, introduction, implementation, and evaluation and learning to achieve its goals.
- The project seeks to achieve its objectives through enabling global coordination and compilation of evidence to inform policy decisions; providing targeted country technical assistance for HPV vaccine decision-making, introduction, acceleration, and sustaining coverage in select countries; and conducting monitoring, evaluation, and learning to build on the existing evidence base.

Current Status of the Activity

- The Government of Nigeria will introduce the HPV vaccine in the Phase Two states of **Anambra, Borno, Cross River, Rivers, Delta, Ebonyi, Edo, Ekiti, Gombe, Imo, Kaduna, Katsina, Kogi, Kwara, Niger, Ondo, Oyo, Plateau, Sokoto, Yobe and Zamfara in May 2024.**
- The HAPPI project is supporting the NPHCDA in the roll out and implementation of the vaccine introduction through support to Advocacy, Communication and Social Mobilization. To this end, HAPPI will produce materials for the purpose of program promotion and community mobilization and demand generation support.

General Objective of the Assignment

- The overall objective of this assignment is to produce high quality below the line materials to promote the HPV vaccine introduction in Nigeria and the HAPPI project including, 40 roll-up banners, 500 branded T-shirts, 500 reflective aprons and 500 face caps

The Assignment

- 40 roll-up banners
- 900 branded T-shirts and caps
- 900 reflective aprons

SN	Item	Size	Duration	Material	Grammage	Color
1	Roll up banner	31.5/79in		Vinyl & Matt vinyl (quote for both)	13oz	CMYK
2	Branded T shirt and cap	R, L, XL, XXL		Cotton-polyester blend		Purple, Pink, Mint green
3	Reflective Aprons	R, L, XL, XXL		Polyester		Purple, Pink, Mint green

NB: Vendors May request for samples of items to be printed

Expected Outputs / Deliverables

- Sample of print material base to be used presented to HAPPI for approval.
- Graphic representation of product presented to HAPPI for approval
- Presentation of product dummy for review and approval before going to print.
- Delivery of products

Supervision:

- The agency will be supervised by the HAPPI Snr SBCC Advisor.

Schedule of Deliverables

SN	Deliverable	Due date
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1	HAPPI approval of material base and graphic design/ layout for print materials	24 hours post signing of contract
2	HAPPI sign off on dummy and affirmation to go to print	36 hours post approval of material and design
3	Printing/ Production of documents	24 hours post approval to produce
4	Delivery of printed documents	12 hours post approval to produce

Terms of Payment

The vendor will be paid as follows:

- Upon signing the contract and submission of inception report; 50%
- Upon completion of assignment and the same approved by HAPPI; 50%
- Period of Performance: 1 month (4 weeks).

Selection Criteria

Submissions will be evaluated in consideration of the Evaluation Criteria as stated below:

- The offer will be evaluated by using the best value for money approach (combined scoring method). Technical proposal will be evaluated on 70%.
- Whereas the financial one will be evaluated on 30%.

Below is the breakdown of technical proposal on 100%, which will be adjusted to 70%:

Summary of Technical Proposal Evaluation Forms	Score weight
Expertise of Firm / Organization	10%
Proposed Methodology, Approach and Implementation Plan	50%
Management Structure and Key Personnel	10%
Total	70%

Financial Proposal (30%):

- To be computed as a ratio of the Proposal's offer to the lowest best price among the proposals received by HAPPI, Legal registration, Tax status, Past performance and delivery time etc.

Qualification of the Agency

- Experience with printing and production of materials for agencies and multilateral companies.
- Experience working with health-oriented development partners or agencies.

N.B: 5% WHT shall be deducted and remitted to relevant Tax authority.

Application Closing Date

12th February, 2024; 5:00 PM

Method of Application

Interested companies / firms should submit a proposal with a financial quote demonstrating why they are the most suitable for the assignment to “JSI- HAPPI”

via: recruiting@ng.jsi.com using the Title as the subject of the mail.