

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.

Applications are invited for:

Title: Request for Quotation (RFQ) for the Printing of Project Documents / Materials for the HPV Vaccine Acceleration Program Partners Initiative (HAPPI) Project

Location: Nigeria

Period of Performance: 2 months (8 weeks)

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 states of Abia, Adamawa, Akwa Ibom, Bauchi, Bayelsa, Benue, Enugu, FCT, Jigawa, Kano, Kebbi, Lagos, Nasarawa, Ogun, Osun, and Taraba come October 24th 2023.
- 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 below the line 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 promotional materials to promote the HPV vaccine introduction in Nigeria and the HAPPI project including, billboards, roll-up banners, branded T-shirts and caps, 400 reflective aprons and 400 face caps

The assignment

- 6 billboards
- 40 roll-up banners
- 80 branded T-shirts and caps
- 800 reflective aprons.

SN	Item	Size	Duration	Material	Grammage	Color
1	Bill board	14ft/ 48ft	12 weeks	Matt coated	140- 160gsm	RGB
3	Roll up banner	31.5/79in		Vinyl & Matt vinyl(quote for both)	13oz	CMYK
	Branded T shirt and cap	R, L, XL, XXL		Cotton-polyester blend		Purple, Pink, Mint green
	Reflective Aprons	R, L, XL, XXL		Polyester		Purple, Pink, Mint green

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 to go to print.
- Delivery of products.

Supervision:

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

Schedule of deliverables

SN Deliverable	Due date
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	48 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%.

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 etc.

Qualifications of the Agency

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

Requirements / Evaluation Criteria

Bidders are expected to submit properly signed financial bid with company's letter head paper.

- Cost
- Delivery Period
- Validity period of quote
- Warranty period
- Specification.

Application Closing Date

14th October, 2023.

Method of Application

Interested and qualified bidders should submit to HAPPI, a proposal demonstrating why they think they are the most suitable for this assignment and a financial quote for the assignment to: jsi_integratedproject_procurement@ng.jsi.com using "Printing of Project Documents / Materials for HAPPI" as the subject of the mail.

Note

- The Financial bids must be in NGN
- Following the requirement of the Federal Government of Nigeria, John Snow Incorporated (JSI) will deduct 5% withholding tax from the total contractual sum. Also, note that JSI- is a Non-Governmental Organization (NGO) and is VAT exempted.
- JSI reserves the right to reject any or all bids if it fails to meet the criteria or submitted

after the stipulated closing date.

- Only successful bidder(s) shall be notified and will be asked to sign a Local Purchase Order (Contract document) with John Snow Incorporated.
- Any submission made after the stipulated date will not be considered.
- All enquiries should be sent to: [**jsi_integratedproject_procurement@ng.jsi.com**](mailto:jsi_integratedproject_procurement@ng.jsi.com) .