

REQUEST TO SUBMIT QUOTATION FOR THE PRINTING OF IEC MATERIALS

General Information:

KNCV is inviting vendors to provide quotations for the printing of IEC Materials

- Quotation indicating detail of, cost, delivery terms, payment terms are to be submitted on letter headed paper and **KNCV RFQ form (attached)** alongside company profile.
- **Fill and submit KNCV Vendor information form (form attached)**
- All bids must be written in English and signed by an authorized person.
- Bids submitted after the closing date/time will neither be opened nor considered.
- A 5% - 10% WHT will be deducted per invoice as required by FIRS.

Description of Item

S/N	Description of Items	Quantity
1	A4 Laminated poster printed on one side	1,300
2	A5 Flyers (Art paper 150-gram, printed on one side)	1,040
3	Roll up banner for Akwa Ibom facility	1
4	18 x 16 KNCV Nigeria Glass Sinange for Akwa Ibom Cluster Office	1
5	Childhood TB posters -A2 paper size printed on one side. (Art card, 250 grams for Posters)	910
6	Childhood TB flyers (Art paper 150 gram, A5 paper size printed on one side)	780

Delivery Location:

- KNCV Nigeria Abuja Office

Eligibility Requirements:

To be eligible to participate in this process, vendors must provide proof of all the following documents:

1. Company's registration documents/certificate of incorporation with Corporate Affairs

- Commission (CAC),
2. CAC 02, CAC 07.
 3. Tax Clearance Certificate (For the Last 3 year)
 4. Proof of similar supply to 3 organisations.

Evaluation Criteria:

The criteria for evaluation shall include complete registration documents as required above including recent tax certificate, cost, payment terms, delivery terms.

Submission:

Open Date/Time: 12:00noon Friday February 16, 2024

Close Date/Time: 9:00am Tuesday February 20, 2024

Procedure for Submitting:

Vendors are to submit requested documentation **By HAND to:**

KNCV Nigeria; Plot 564/565 block B independence avenue Central Business District Abuja.

For further inquiries on this bid, kindly send an email to:

Enquiry@kncvnigeria.org

Selection process

The selected vendor will be contacted via e-mail, immediately after the selection process is concluded.

N/B

- Delivery Location - Independence Avenue, Central Business District, Abuja, Nigeria

- The shortlisted vendors will be required to bring sample(s) for sighting at KNCV Head office (Same as delivery location)
- KNCV shall only accept from the selected vendor - “company banking details” not individual/private banking details
- KNCV shall not pay VAT (exemption certificate may be provided to selected vendor on request)

Samples of IEC Materials can be downloaded from the links below:

[TB poster \(Childhood\)_English](#)

[TB poster \(Childhood\)_Pidgin \(3\)](#)

[IEC material \(2\)](#)

[TB poster \(Childhood\)_Pidgin](#)