

Request for Quotation	
RFQ NO:	ARFH-GANC-20220624
Date:	June 23 2022
Reply to:	Send Responses in sealed envelopes to: The ARFH Procurement Committee G-ANC Project, Plot 16 Collins Onabule Crescent, Diamond Estate, Off CMD Road, Magodo Lagos.
Vendors Company Name:	
Vendors Company Representatives Name:	
Vendors Company Address:	
Vendors Company Telephone Numbers:	
Vendors Company E-mail:	
Vendors Company TIN:	
Vendors Company/Owner Nationality:	
Vendors Expected Delivery Date:	
Delivery Location:	ARFH Lagos Office, No 16 Colin Onabule Crescent, Diamond Estate, off CMD Road, Magodo Lagos.
ANTI CORRUPTION NOTICE Under no circumstances are commissions or undisclosed rebate payments to ARFH Staff be made or authorized. No gift, gratuity, or remuneration of any kind shall be made to any ARFH Staff as a result of this request.	Indicate Yes or No to the Questions Below
	Are the Furniture Equipment readily available for delivery in the right quantity?
	Is your quotation valid for a period of 90 days?
	Can you deliver within 7 days of award?
	Is there a warranty (at least a year) on products?
	Do you have a relative that is a staff of ARFH?
	If Yes to above, please state name for ref purposes.
	Can you provide aftersales service including installation and initial operations support?
Indicate Product Origin (Country of Manufacture):	
ARFH Payment Terms:	100% after satisfactory execution of award.
RFQ Evaluation Criteria:	Specifications 30% Cost 40% Delivery Period 30%
RFQ Closing Date:	June 28 2022, 1700 HRS GMT+1

Introduction and Purpose

Association for Reproductive and Family Health (ARFH) is one of the leading Nigerian Non-Governmental Organizations implementing programs for improving Reproductive Health and Family planning (RH/FP), Care and Treatment of HIV/AIDS, Tuberculosis (TB) and Malaria etc. **ARFH**, under a Bill & Melinda Gates

Foundation funded FH project: **Lagos State Group-Ante Natal Care Project, (G-ANC)** requests quotes for the supply of some **Furniture Equipment** that will be used by Staff and partners on the project.

Submission Requirements and Evaluation Criteria

The bidder's quote must include the front page of this RFQ and should be signed by an authorized representative of the organization. The RFQ will also be evaluated on the following parameters:

- A. **Specifications (30%).** Quotes will be assessed on how well they conform to the exact specifications spelt out in this RFQ, which is what is required.
- B. **Cost (40%).** Quotes will be assessed on how reasonable their cost are. The lower the cost, the more marks a quote will get for cost. The lowest quote that conforms to the specifications will get 40%, which will be summed up to the scores from other parameters. The quote with the highest cost will get the lowest score for cost.
- C. **Delivery Period (30%).** Quotes will be assessed on how soon the Vendor promises to deliver. Vendors with the shortest delivery time will have the highest score for this parameter. Vendors who fail to adhere to the delivery time they stipulate without written explanation that has been approved in writing by the Procurement Committee will have their LPO revoked without any costs due to ARFH.
- D. It is important to ensure that all quotes are sealed in envelopes, and properly addressed, indicating clearly the RFQ Number on the Envelope. Please come with a copy of the RFQ front page and have it endorsed at the Front Desk, as evidence of submission.

Items to be quoted for

S/N	ITEM	SPECIFICATION	QTY	UNIT PRICE
LOT 1	Metal Cabinets	METAL FILE CABINET	5	
LOT 2	Wooden Filing Shelves	WOODEN HDF 8 X 8 FEET OFFICE SHELF 3M	6	
LOT 3	Office Tables for Managers	EXECUTIVE OFFICE TABLE	3	
LOT 4	Office Tables for General Staff	1.4 METER EXECUTIVE TABLE WITH SIDE EXTENSION	6	
LOT 5	Office chairs for Managers	EXECUTIVE OFFICE CHAIR	3	
LOT 6	Office chairs for General Staff	EMEL 9926 SWIVEL CHAIR LEATHER	6	
LOT 7	Visitors chairs	VISITOR OFFICE CHAIR	12	

Additional Information

- We are statutorily required to deduct 5% withholding tax from all payments made to vendor which will be remitted to GON using your TIN
- We are exempted from paying VAT as an NGO, so do not include or bundle VAT in your quotes
- For this particular RFQ, you should be able to deliver 100% within 7 working days from the signing of LPO if you are selected
- Payment for this RFQ will be made 100% only after 100% successful delivery of goods
- ARFH reserves the right to cancel this RFQ at anytime without incurring any liability as long as an LPO has not been issued
- ARFH is not obligated to award the entire contract to a single Vendor but reserves the right to vary awards based on the competitiveness of quotes per line item.
- Only successful bidders shall be notified and asked to sign an LPO with ARFH
- Respond to this RFQ by mailing your **BIDS in sealed envelopes** to: The Procurement Committee, ARFH G-ANC Project, Furniture Equipment, 16 Colin Onabule Street, off CMD Road, Lagos **using this RFQ document as a template of response; any other format will lead to disqualification.** You may bid for any/all the lots.
- Submissions made after the RFQ closing date will not be considered.
- For more information about this RFQ, please send an email to procurements.ganc@arfh-ng.org or call the Mrs Adebisola Olomo on 08033852600 or Mr Olutayo Durodola on 08165916809 before the closing time of this RFQ.