

Request for Quotation	
RFQ NO:	ARFH-GANC-20220622
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 IT 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 **IT 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 Cost
LOT 1	Photocopy Machine	Sharp AR 6020 Digital Photocopier	1	
LOT 2	Cameras	Canon EOS 1300D Professional DSLR Camera with 18-55mm Lens 32 GB SD Card and Camera bag	2	
LOT 3	Camera Flash	Godox Tt520ii Flash for Digital Cameras	2	
LOT 4	Laptops	HP Pavilion 14 X360 11th Gen Intel Core™ i5 8GB RAM - 512 SSD - Touch/backlit Keyboard - Wins 10pro with HP Essential Laptop Bag	9	
LOT 5	Desktop Computer	HP 22-df0221nh All-in-one Pc - Core i3- 8GB - 1TB - Win 10 with WIFI	1	
LOT 6	Microsoft Office 2019	Microsoft Office 2019 Professional Plus (online lifetime Activation) 1 Pc	10	
LOT 7	UPS	Mercury Maverick 1550VA UPS	1	
LOT 8	Printers	Canon LBP 214dw Monochrome Laser Printer	3	
LOT 9	Printer for General Office	Hp LASERJET PRO 404DN Printer	1	
LOT 10	Scanner	Canon scan Lide 300 Flatbed Scanner	1	
LOT 11	Refrigerators	Hisense 93L Single Door Table Top Refrigerator - REF093DRS	1	
LOT 12	Water Dispenser	CWAY Water Dispenser + cway bottle water	2	

LOT 13	Air conditioners	LG 1.5HP DUAL INVERTER GENCOOL AIR CONDITION	8	
LOT 14	Fireproof Cabinets	Gubabi Analog Fireproof Filing Safe - DSF680-3	3	
LOT 15	Strong Safe	Gubabi Fireproof Safe Gubabi 103T Dial Type	1	
LOT 16	Petty cash box	10" Metal Petty Cash Box Handle Change Deposit Money Holder	1	
LOT 17	Internet Router for office	TP-Link AC1900 Wi-fi Router Dual Band MU-MIMO	1	
LOT 18	Network Switch	D-Link 16-Port Gigabit Unmanaged Desktop Switch - DGS-1016D/B	1	
LOT 19	internet modems	MTN MiFi	9	
LOT 20	Projector	Acer X118H DLP Projector - 3600 Lumens, HDMI, SVGA, USB	2	
LOT 21	Projector Screen	72 X 72 Tripod Screen	2	
LOT 22	Projector Pointer	Logitech R400 Wireless Presenter With Laser Pointer	2	
LOT 23	Flash drives	san disk 32GB flash drive	15	
LOT 24	External Hard drive	1TB Transcend HDD	5	
LOT 25	Notice Board	NOTICE BOARD 2 X 3 Feet	6	
LOT 26	Portable Address System	Rechargeable Bluetooth 12" Speaker System With Wireless Microphone Radio	2	
LOT 27	Voice Recorder	Sony 4GB Digital Voice Recorder -PX370	2	
LOT 28	Electrical Extension boxes	Itel Model: iws-u402 electrical extension box	6	

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, 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 Adebunola Olomo on 08033852600 or Mr Olutayo Durodola on 08165916809 before the closing time of this RFQ.