|  |  |  |
| --- | --- | --- |
| **Request for Quotation** | | |
| RFQ NO: | **ARFH-LAG-2022-0919** | |
| Date: | September 19 2022 | |
| Reply to: | Send Reponses in sealed envelopes to:  The ARFH Procurement Committee, Plot 16 Colins 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 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 20%**  **Cost 40%**  **Warranty 30%**  **Delivery Period 10%** | |
| RFQ Closing Date: | September 30 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 USAID funded OVC project: **Integrated Child Health and Social Services Award (ICHSSA)** in Lagos State 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:

1. **Specifications (20%).** Quotes will be assessed on how well they conform to the exact specifications spelt out in this RFQ, which is what is required.
2. **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.
3. **Warranty 30%.** Quotes will be assessed on the level of warranty given on relevant IT Equipment. We generally require a minimum warranty of one year, and any Vendor responding to this RFQ agrees to provide a default warranty of one year. Vendors with extended warranties beyond one year or with special warranty offers will have higher marks.
4. **Delivery Period (10%).** 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 promised without written explanation that has been approved in writing by the Procurement Committee will have their LPO revoked without any costs due to ARFH.
5. 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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Item** | **Specification** | **Qty** | **Unit Cost** | **Total Cost** |
| Lot 1 | Projector 1 | Acer X118H Projector 3600 LUMENS, HDMI, USB, 3D and Accessories | 1 |  |  |
| Lot 2 | Projector Screen Manual Tripod | Projector Screen 72" X 72" With Tripod Stand | 1 |  |  |
| Lot 3 | Projector Hanger | Adjustable Projector Ceiling Mount / Hanger | 1 |  |  |
| Lot 4 | Professional Camera Canon | Canon EOS 800D 18-55 STM DSLR 24.2 MP/Dual Pixel AF Full HD Camera plus bag with 32GB SDCard | 3 |  |  |
| Lot 5 | Camera Flash | Godox TT520 II Universal Flash Speedlite + Trigger | 3 |  |  |
| Lot 6 | Laptop CBOs | Hp Pavilion 15 Intel Core i3 11th Gen 1125G4 Processor 512SSD 8GB Ram Backlit Keyboard Wins 10 plus laptop bag | 10 |  |  |
| Lot 7 | Desktop CBOs | Hp 290 G4 Micro tower Intel -Core i3 10th Gen 4GB DDR4 ,1TB HDD, Windows 10, 18.5” Monitor Plus Mercury 1.2KVA UPS | 3 |  |  |
| Lot 8 | Kaspersky Antivirus Software | 3 User Kaspersky Antivirus | 6 |  |  |
| Lot 9 | Scanners | Canon CanoScan LiDE 300 2,400x2,400dpi | 3 |  |  |
| Lot 10 | Printer (CBOS) | Hp Laserjet Pro M404DN Laser Printer Plus Printer USB Cable | 1 |  |  |
| Lot 11 | Electrical Extension Box | Itel 4 Sockets Extension Box With USB ISU-1421WU + Free Multifunctional Box | 8 |  |  |
| Lot 12 | Electricity Stabilizers 2KVA | Mercury 2KVA AVR Stabilizer | 3 |  |  |
| Lot 13 | External Hard Disk (Backup CBO) | Transcend 1TB USB 3.1 StoreJet Shock Resistant Portable Hard Drive- Black | 3 |  |  |
| Lot 14 | Network Rack 2U | 2U Wall Mounted Network Server Rack | 1 |  |  |
| Lot 15 | Television Screen | LG 55" Inch Full HD Smart Television TV 55LJ550 with Wall Mount Hanger | 1 |  |  |
| Lot 16 | Teleconferencing Device | Logitech BCC950 Conference Cam | 1 |  |  |
| Lot 17 | Tablet for PMs | Samsung Galaxy Tab A7 Lite 8.0" (2021, WiFi + Cellular) Android 11 (32GB+3GB RAM) 5100mAh Battery, 4G LTE | 2 |  |  |
| Lot 18 | Water Dispenser | Cway Ruby 2F-BYB87 Double Door Water Dispenser Machine - Silver | 1 |  |  |
| Lot 19 | Air Conditioners | LG 1.5HP Gencool Smart Inverter Split Air Conditioner + 10 Year Warranty On Compressor plus installation kit | 2 |  |  |
| Lot 20 | Air Conditioners | LG 2.0HP Gencool Smart Inverter Split Air Conditioner + 10 Year Warranty On Compressor plus installation kit | 1 |  |  |
| Lot 21 | Refrigerator | Haier Thermocool Small Refridgerator HT Ref 134MBS | 1 |  |  |
| Lot 22 | Photocopier (CBO & ARFH) | Sharp Monochrome AR-6020 + Copier Stand Photocopier plus all accessories (Developer and Toner) | 3 |  |  |
| Lot 23 | Photo Printer (CBO) | Canon Selphy CP1000 Photo Printer | 2 |  |  |
| Lot 24 | Canon Photo Paper | Canon Selphy CP Photo Printer Ink Ribbon And Paper Set KP-108IN | 6 packs |  |  |

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 ICHSSA 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.ichssa@arfh-ng.org](mailto:procurements.ichssa@arfh-ng.org) or call the ARFH ICHSSA IT Officer – Mr Olutayo Durodola on 08165916809 before the closing date of this RFQ.