



ROYAL HERITAGE HEALTH FOUNDATION

REQUEST FOR QUOTATIONS (RFQ)

To: Eligible Suppliers

Project: NIGERIA HUMANITARIAN FUND

Title of work: Printing and Branding

PR Ref No: RHHF/NHF/PRF/006

RFQ No: RFQ/RHHF/NHF/NG/Q4/2024/006

Date : 18/11/2024

1. ABOUT RHHF

Royal Heritage Health foundation (RHHF) is a non-governmental and nonprofit Organization committed to creating a society where the poor and vulnerable have equal access to quality education, health, infrastructure and dignity of human person. RHHF is one of Nigeria Humanitarian Fund (NHF) Implementing Partners (IPs) in executing projects in Northeast Nigeria.

Royal Heritage Health Foundation (RHHF) will lead in providing a multi-sectoral and multi-faceted humanitarian response that covers Health, Wash, GBV and Child Protection (CP) for six months that will address the need to prevent and reduce mortality across all population categories in Jere LGA.

RHHF will implement both the Health and WASH activities in Jere LGA where essential health essential services will be provided to the displaced and vulnerable host community people through health facilities that will provide treatment for minor ailments, routine immunization, nutrition screening, antenatal and delivery and postnatal services, mental health, GBV, and referral services; provide hygiene kits, long-lasting insecticide nets (LLINs) and cholera RDT Test; risk communication and community engagement on basic hygiene and disease prevention measures; provide portable water and hygiene measures; conduct surveillance: early detection, reporting, and response: Joint RRT Health and Wash for suspected cases of Cholera, Active Case Search (ACS), contact tracing, investigation, and case management for waterborne and vaccine preventable diseases in the camps; ensure that the existing water sources- wells, boreholes, and storage tanks are not contaminated by floodwater and provide rapid chlorination where necessary including bucket chlorination at handpumps; repair and rehabilitation of 20 flood-affected and non-functioning water points; provide water quality testing and Monitoring- Conduct continuous monitoring of water sources to assess contamination and initiate immediate treatment procure and distribute hygiene kits to the displaced families including water purification tablets; hygiene promotion and dissemination of messages focusing on handwashing, safe water use, and disease prevention focusing on cholera prevention;

In view of the above activities RHHF is to engage a vendor(s) who will facilitate the production of training manuals and certificates during training of 14 CHVs, of training manuals and certificates during training of 12 Nurses and 22 CHEWs, banner for publicity during door to door campaign, training manuals and certificates during training of community disinfectors, banner for mobile medical outreach, Visibility materials for community sensitization and IEC materials in English, Hausa and Kanuri Languages for cholera awareness.

2. OBJECTIVE

The objective of RFQ is to identify a supplier who can provide RHHF with the above-mentioned commodities and services. The selected vendor is expected to provide such service, based on specific Purchase Orders submitted to the vendor.

GENERAL INSTRUCTION TO SUPPLIERS:

1. Description of Goods: RHHF request prospective suppliers to submit quotation for the items below:

Commodity	Specifications	QTY
Training Manual for training of Community Health Volunteers	16 Paged Colored with Hard cover	14
Certificate for Participant during training of Community Health Volunteers	A4 Colored Card	14
Training Manual for training of Nurses and CHEWs	16 Paged Colored with Hard cover	34
Certificate for Participant during training of Nurses and CHEWs	A4 Colored Card	34
Banner for Publicity	9Ft BY 6Ft Flex	2
Training Manual for training of Community Disinfectors	16 Paged Colored with Hard cover	30
Certificate for Participant during training of Community Disinfectors	A4 Colored Card	30
Banner for Mobile Medical Outreach	9Ft BY 6Ft Flex	1
T-shirt for community sensitization	Attach individual sample	200
Flyer for community sensitization	A5 Colored	200
Poster for community sensitization	A2 (16.5 inches by 23.4 inches)	100
Sticker	8 Inches by 5 Inches	150
Water Bottle for Change Influencers during Community Sensitization	Attach individual sample	10
Face Cap for Community Sensitization	Attach individual sample	200
Reflective Jackets for Community Sensitization	Attach individual sample	200
Branding of Supported Health Facilities in Jere LGA	3 Logo with dimension 8 by 5- and 10-words Inscription	5
T-shirt for Cholera Awareness in English, Hausa and Kanuri	Attach individual sample	350
Flyer for Cholera Awareness in English, Hausa and Kanuri	A5 Colored	500
Poster for Cholera Awareness in English, Hausa and Kanuri	A2 (16.5 inches by 23.4 inches)	1000
Sticker for Cholera Awareness in English, Hausa and Kanuri	8 Inches by 5 Inches	500
Face Cap for Cholera Awareness in English, Hausa and Kanuri	Attach individual sample	350
Branding of Waterpoints in Jere LGA	3 Logo with dimension 8 by 5- and 10-words Inscription	20

NOTE: Kindly Note that all the supplies will be delivered to RHHF Branch office in Maiduguri, Borno State and It is recommended that all interested vendors attach pictures of samples where applicable.

3. CORRUPT, FRAUDULENT, AND COERCIVE PRACTICES

RHHF requires that all RHHF Staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. RHHF shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy. RHHF defines for purposes of this paragraph the terms set forth below as follows:

- i. Corrupt practice means offering, giving, receiving or soliciting, directly or indirectly, of any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
- ii. Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
- iii. Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
- iv. Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

4. CONFLICT OF INTEREST

All Suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Supplier may be considered to have conflicting interest under any of the circumstances set forth below:

- i. A Supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decisions of the Mission/Procuring Entity regarding this quotation process
- ii. A Supplier submits more than one Quotation in this Quotation process;
- iii. A Supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this quotation process.

5. CONFIDENTIALITY AND NON-DISCLOSURE

All information given in writing to or verbally shared with the Supplier in connection with this General Instruction is to be treated as strictly confidential. The Supplier shall not share or invoke such information to any third party without the prior written approval of RHHF. This obligation will continue after the procurement process has been completed whether or not the Supplier is engaged.

6. RHHF'S RIGHT TO ACCEPT ANY QUOTATION AND TO REJECT ANY AND ALL QUOTATIONS

RHHF reserves the right to accept or reject any quotation and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for RHHF's action.

7. OVERVIEW OF EVALUATION PROCESS

Quotations will be evaluated based on the compliance with the specifications stated and the total cost of the goods (price quote).

The following is the evaluation criteria for the quotations to be submitted:

- i. Complete Documents of Company registration with Corporate Affairs Commission
- ii. Tax Clearance certification and other statutory documents
- iii. Clarity of Quotation
- iv. Evidence of Previous Supply or Service rendered
- v. Cost Effectiveness

- vi. Guaranty of Products
- vii. Business Reputation
- viii. Price Validity

8. PAYMENT TERMS

100% Payment shall be made upon delivery of Commodities or Services and submission of due documents.

9. DELIVERY

All commodities and consumables ordered shall be delivered in full, No partial delivery except otherwise stated by the Procurement Manager or as specified in the Local Purchase Order.

10. BRIBING

RHHF has zero tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to RHHF personnel.

11. PSEA

All vendors that will be engaged shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or any of its personnel or any other persons who may be engaged by the partner to perform any services under all RHHF related contracts.

For this reason, vendors shall refrain from any sexual activity with persons less than eighteen years of age regardless of consent or age of majority.

In addition, vendors shall refrain from exchange of money, goods and services for anything of value for sexual favors or any form of degradation.

- **Suppliers should endeavor to supply items that have maximum possible shelf life (Minimum of 1 year for drugs and consumables).**

*This Request for Quotation is open to all legally-constituted companies that can provide the requested commodities and services and have legal capacity to perform in the country, or through an authorized representative and can be sent via hardcopy to our Head Office at: **No 40, Ifesowapo Phase 1, Kilanko, Offa Garage Road, Ilorin, Kwara State or any of our Branch Offices in Adamawa, Borno and Yobe States** or softcopy to procurement@royalheritagehealthfoundation.org.*

Vendors who are of the opinion that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to Director of Administration via sadewoye@royalheritagehealthfoundation.org.

- **RHHF RESERVES THE RIGHTS TO SPLIT CONTRACT AWARD FOR THE SAKE OF MITIGATING DELIVERY RISKS.**
- **ALL QUOTATIONS THAT WILL BE CONSIDERED MUST BE SUBMITTED BEFORE CLOSE OF BUSINESS ON 24TH NOVEMBER 2024**

NOTE: The Quotation must be printed on company's letter head and signed by the company's relevant authority before submission

**The Procurement Unit,
Royal Heritage Health Foundation.
rhhfoundation.ng@gmail.com**