



ROYAL HERITAGE HEALTH FOUNDATION

REQUEST FOR QUOTATIONS (RFQ)

To: Eligible Suppliers

Project: NIGERIA HUMANITARIAN FUND

Title of work: ESSENTIAL MEDICINES AND LLINs

PR Ref No: RHHF/NHF/PRF/005

RFQ No: RFQ/RHHF/NHF/NG/Q4/2024/005

Date : 01/11/2024

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 supply of essential medicines and LLINs

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:

General Treatment

S/N	COMMODITY	UoM	QTY
1	Face Mask	pack	100
2	Long Lasting Insectidal Net	pieces	100
3	ACT 1 (Artesunate Amodiaquine)	pack	150
4	ACT 2 (Artesunate Amodiaquine)	pack	150
5	ACT 3 (Artesunate Amodiaquine)	pack	180
6	ACT 4 (Artesunate Amodiaquine)	pack	200
7	Artemether + Lumenfantrine 20/120mg x 24	pack	200
8	Artemether + Lumenfantrine 20/120 x 18	pack	200
9	Artemether + Lumenfantrine 20/120 x12	pack	200
10	Artemether + Lumenfantrine 20/120mg x6	pack	200
11	Artemether 40mg/2ml, inj. of 6vials	pack	195
12	Artemether 80mg/2ml, inj. of 6vials	pack	195
13	Artesunate inj 60mg	pack	150
14	Artesunate inj 120mg	pack	150
15	Paracetamol Inj	pack	200
16	Paracetamol 125mg/5ml, susp	bottle	200
17	Paracetamol Tab	x1000	200
18	Cotrim Susp	bottle	200
19	Cotrim 480mg Tab	x100	100
20	Ciprofloxacin Inf	Vial	200
21	Ciprofloxacin 500mg Tab	x100	200
22	Fesolate Tab	x1000	200
23	Folic Acid Tab	x1000	200

24	Ibuprofen 200mg Tab	x1000	200
25	SD Bioline Malaria Pf	pack	150
26	Loperamide 2mg Tab	x100	180
27	Kaolin syr	bottle	150
28	Metronidazole inf	Vial	200
29	Metronidazole 200mg Tab	x1000	160
30	Metronidazole 400mg Tab	x100	180
31	Doxycycline 100mg Cap	x100	200
32	Tetracycline 250mg Cap	x100	100
33	Cholera Test RDT Kits	pcs	150
34	Racecadotril (Hidrasec) 30mg	x3	150
35	ORS	x3	200
36	Ringer's lactate solution	pcs	200
37	Amoxyl 250mg	x100	200
38	Amoxyl 500mg	x100	200
39	MUAC Tape (pack of 50pcs)	pack	150
40	BAG PLASTIC, for drugs, 6 x 8 cm, (100 pcs)	pieces	200

Sexual Reproductive Health

1	Bromocriptine tab	pack	150
2	Dydrogesterone (Duphaston)	pack	160
3	Clomiphene	pack	180
4	Metformin 500mg Tab	x100	160
5	Amoxiclav 625mg Tab	pack	200
6	Levonorgestrol 2mg Tab	pack	200
7	Medroxyprogesterone inj	pack	200
8	Condom	pack	200
9	Combi3 Tab	pack	200
11	Misoprostol Tab	pack	200
12	Vit E softgel	pack	150

GBV Survivors

1	Diazepam 5mg Tab	x10	200
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Case Management of Rape

1	Emtricitabine and Tenofovir disoproxil fumarate (Truvada)	pack	200
2	Tinidazole Tab	x100	200
3	Metroindazole 400mg	x100	200
4	Azithromycin 500mg Tab	pack	200
5	Cotrim tab	x100	150
6	Diazepam Tab	x10	130
7	Levonorgestrol 2mg	pack	200
8	Diclofenac potassium+PCM	pack	200
9	Fluconazole 150mg	x100	200

Acute Respiratory Infection

1	Cefixime 200mg	pack	200
2	Cefuroxime 500mg	pack	200
3	Cotrim tab	x100	150
4	Cotrim susp	bottles	200
5	Doxycycline Tab	x100	200
6	Paracetamol tab	x1000	200
7	Paracetamol syr	bottles	200
8	Azithromycin 500mg tab	pack	200
9	Azithromycin susp	bottles	200
10	Amoxyl 500mg cap	x100	200
11	amoxyl susp	bottles	200
12	Cephalexin tab	pack	200
13	Clarithromycin Tab	pack	200
14	Erythromycin 500mg Tab	x100	200
15	Erythromycin Susp	bottles	200

16	Loratadine 10mg Tab	x100	180
17	Loratadine syrup	bottles	200
18	Cetirixine Tab	x100	140
19	Prednisolone 5mg	x100	100

Maternal Delivery

1	Oxytocin inj	amp	200
2	Misoprostol	pack	200
3	Multivitamins Tab	x1000	200
4	Metronidazole 400mg Tab	x100	200
5	Amoxyl 500mg	x100	200
6	Paracetamol 500mg Tab	x1000	200

NOTE: Kindly Note that all goods are going to be delivered to RHHF Branch office at Otnam Plaza, Maiduguri, Borno State.

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 14TH 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,
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