



ROYAL HERITAGE HEALTH FOUNDATION

REQUEST FOR QUOTATIONS (RFQ)

To: Eligible Suppliers

Project: NIGERIA HUMANITARIAN FUND (Reserve Allocation)

Title of work: Supply of Clean Delivery Kits, Drugs and Consumables

PR Ref No: RHHF/NHF/PRF/003

RFQ No:RFQ/RHHF/NHF/NG/10/2024/003

Date : 18/10/2024

1. ABOUT RHHF

Royal Heritage Health foundation (RHHF) is a Non-Governmental and not for profit 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.

RHHF is implementing a 6-month project to build the capacity of the following group of health workers: CHEWs, CHVs, Nurses and Midwives to serve the pre selected communities with quality and integrated PHC services. Basic antenatal and postpartum care will be provided by licensed midwives, and community health volunteers will receive training in risk communication and community engagement. Additionally, the project will help the SPHCDA by offering emergency integrated primary health care services, such as the treatment of common illnesses, antenatal care, safe delivery, referral services in IDP camps and host communities to medical facilities, and services for waterborne illnesses. There will be empowerment to local community members and services providers by working through the existing systems and strengthening the system to taking over for the purpose of transitioning at the end of the project cycle.

In view of the above activities RHHF is to engage a vendor(s) who will facilitate the supply of Clean Delivery Kits, Drugs and Consumables.

2. OBJECTIVE

The objective of the RFQ is to identify a supplier who can provide RHHF with the above mentioned commodities. 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:

DRUGS AND CONSUMMABLES

Commodity	UNIT	QTY
Bromocriptine tab	pack	300
Dydrogesterone (Duphaston)	pack	300
Clomiphene	pack	300
Metformin 500mg Tab	x100	300

Amoxiclav 625mg Tab	pack	300
Levonorgestrol 2mg Tab	pack	300
Medroxyprogesterone inj	pack	300
Condom	pack	300
Combi3 Tab	pack	300
IUD Device	pack	300
Misoprostol Tab	pack	300
Vit E softgel	pack	300
Diazepam 5mg Tab	x10	300
Amitriptylline 25mg tab	x100	300
Risperidone 2mg Tab	x10	300
Olanzapine	x10	300
Emtricitabine and Tenofovir disoproxil fumarate (Truvada)	pack	300
Tinidazole Tab	x100	300
Metroindazole 400mg	x100	300
Azithromycin 500mg Tab	pack	300
Cotrim tab	x100	300
Diazepam Tab	x10	300
Levonorgestrol 2mg	pack	300
Diclofenac potassium+PCM	pack	300
Fluconazole 150mg	x100	300
Cefixime 200mg	pack	300
Cefuroxime 500mg	pack	300
Cotrim tab	x100	300
Cotrim susp	bottles	300
Doxycycline Tab	x100	300
Paracetamol tab	x1000	300

Paracetamol syr	bottles	300
Azithromycin 500mg tab	pack	300
Azithromycin susp	bottles	300
Amoxyl 500mg cap	x100	300
amoxyl susp	bottles	300
Cephalexin tab	pack	360
Clarithromycin Tab	pack	360
Erythromycin 500mg Tab	x100	360
Erythromycin Susp	bottles	360
Loratadine 10mg Tab	x100	360
Loratadine syrup	bottles	360
Cetrixine Tab	x100	360
Prednisone 5mg	x100	360
Oxytocin inj	amp	360
Misoprostol	pack	360
Multivitamins Tab	x1000	360
Metronidazole 400mg Tab	x100	360
Amoxyl 500mg	x100	360
Paracetamol 500mg Tab	x1000	360
Face Mask	pack	480
Long Lasting Insectidal Net	pieces	480
ACT 1 (Artesunate Amodiaquine)	pack	480
ACT 2 (Artesunate Amodiaquine)	pack	480
ACT 3 (Artesunate Amodiaquine)	pack	480
ACT 4 (Artesunate Amodiaquine)	pack	480
Artemether + Lumenfantrine 20/120mg x 24	pack	600
Artemether + Lumenfantrine 20/120 x 18	pack	600

Artemether + Lumenfantrine 20/120 x12	pack	600
Artemether + Lumenfantrine 20/120mg x6	pack	600
Artemether 40mg/2ml, inj. of 6vials	pack	600
Artemether 80mg/2ml, inj. of 6vials	pack	600
Artesunate inj 60mg	pack	600
Artesunate inj 120mg	pack	600
Paracetamol Inj	pack	600
Paracetamol 125mg/5ml, susp	bottle	600
Paracetamol Tab	x1000	120
Cotrim Susp	bottle	480
Cotrim 480mg Tab	x100	480
Ciprofloxacin Inf	Vial	600
Ciprofloxacin 500mg Tab	x100	420
Fesolate Tab	x1000	121
Folic Acid Tab	x1000	122
Ibuprofen 200mg Tab	x1000	120
SD Bioline Malaria Pf	pack	480
Loperamide 2mg Tab	x100	480
Kaolin syr	bottle	480
Metronidazole inf	Vial	600
Metronidazole 200mg Tab	x1000	132
Metronidazole 400mg Tab	x100	600
Doxycycline 100mg Cap	x100	600
Tetracycline 250mg Cap	x100	360
Cholera Test RDT Kits	pcs	420
Racecadotril (Hidrasec) 30mg	x3	420
ORS	x3	480

Ringer's lactate solution	pcs	420
Amoxyl 250mg	x100	600
Amoxyl 500mg	x100	480
MUAC Tape (pack of 50pcs)	pack	60
BAG PLASTIC, for drugs, 6 x 8 cm, (100 pces)	pieces	480

CLEAN DELIVERY KIT

Dettol Liquid 165ml	pcs	420
Bar of multipurpose soap, 100mg	pcs	420
Goya Olive Oil	pcs	420
polyethene plastic bags, 18X28CM	pcs	420
Clear plastic sheet (makintosh),100cm X 100cm	pcs	420
Plastic Apron	pcs	420
Disposable Razor blade, single -edge,	pcs	420
Umbilical tape, 3mm X15cm (Cord Clamp)	pcs	420
Cotton wool 1 roll	pcs	420
Surgical Gloves, Medium, Single use	pcs	420
Tetracycline hydrochloride eye ointment 1%, tube, 5g	pcs	420
Misoprostol tabs 1 pack x 4	pack	420
7.1% Chlorhexidine digluconate,aquous solution or gel, delivering 4% chlorhexidine	pcs	420
Mucus extractor	pcs	420
Sanitary towels	pcs	420
Baby Blanket	pcs	420
Baby sweater with hood	pcs	420
Johnson Baby bathing soap 100g	pcs	420
packing bag- (Ghana must go), Small size, to kit up the items	pcs	420
Reusable Pad	pcs	420

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 the 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;

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 act

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).

Following is the evaluation criteria for the quotations to be submitted:

- i. Company registration with Corporate Affairs Commission
- ii. Cost Effectiveness
- iii. Guaranty of Products
- iv. Business Reputation
- v. 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.

OTHER INFORMATION

- **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 ON OR BEFORE 30TH OCTOBER 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
NO 40, Ifesowapo Phase 1,
Kilanko, Offa Garage,-
Ilorin, Kwara State.
rhhfoundation.ng@gmail.com**