



ROYAL HERITAGE HEALTH FOUNDATION

REQUEST FOR QUOTATIONS (RFQ)

To: Eligible Suppliers

Project: CENTER FOR DISASTER PHILANTHROPY

Title of work: ESSENTIAL MEDICINES AND MINOR EQUIPMENTS

PR Ref No: RHHF/CDP/PRF/013

RFQ No: RFQ/RHHF/CDP/NG/02/2024/007

Date : 17/02/2024

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 Center for Disaster Philanthropy (CDP) Implementing Partners (IPs) in executing projects in Northeast Nigeria.

The six months project with the title *Enhancing life-saving support for flood-affected populations* in Borno State aims to address the critical life-saving needs of flood-displaced women, children, and other vulnerable groups in Jere and MMC LGAs of Borno State by rehabilitating essential health facilities, safe water points, and latrines, while strengthening community capacity for health promotion, outbreak prevention, and mental health and psycho social support services.

In view of the above activities RHHF is to engage a vendor(s) who will facilitate the supply of essential medicines and minor medical equipment.

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:

Essential Medicines

S/N	ITEM DESCRIPTION	UoM	QTY
1	Bromocriptine tab	pack	100
2	Dydrogestrone (Duphaston)	pack	100
3	Clomiphene	pack	100
4	Metformin 500mg Tab	x100	100
5	Amoxiclav 625mg Tab	pack	100

6	Levonorgestrol 2mg Tab	pack	100
7	Medroxyprogesterone inj	pack	100
8	Condom	pack	100
9	Combi3 Tab	pack	100
11	IUD Device	pack	100
12	Misoprostol Tab	pack	100
13	Vit E softgel	pack	100
14	Diazepam 5mg Tab	x10	100
15	Amitriptylline 25mg tab	x100	100
16	Risperidone 2mg Tab	x10	100
17	Olanzapine	x10	100
18	Emtricitabine and Tenofovir disoproxil fumarate (Truvada)	pack	100
19	Tinidazole Tab	x100	100
20	Metroindazole 400mg	x100	100
21	Azithromycin 500mg Tab	pack	100
22	Cotrim tab	x100	100
23	Diazepam Tab	x10	100
24	Levonorgestrol 2mg	pack	100
25	Diclofenac potassium+PCM	pack	100
26	Fluconazole 150mg	x100	100
27	Cefixime 200mg	pack	100
28	Cefuroxime 500mg	pack	100
29	Cotrim tab	x100	100
30	Cotrim susp	bottles	100
31	Doxycycline Tab	x100	100
32	Paracetamol tab	x1000	100
33	Paracetamol syr	bottles	100
34	Azithromycin 500mg tab	pack	100
35	Azithromycin susp	bottles	100
36	Amoxyl 500mg cap	x100	100
37	amoxyl susp	bottles	100
38	Cephalexin tab	pack	120
39	Clarithromycin Tab	pack	120

40	Erythromycin 500mg Tab	x100	120
41	Erythromycin Susp	bottles	120
42	Loratadine 10mg Tab	x100	120
43	Loratadine syrup	bottles	120
44	Cetrixine Tab	x100	120
45	Prednisolone 5mg	x100	120
46	Oxytocin inj	amp	120
47	Misoprostol	pack	120
48	Multivitamins Tab	x1000	120
49	Metronidazole 400mg Tab	x100	120
50	Amoxyl 500mg	x100	120
51	Paracetamol 500mg Tab	x1000	120
52	Face Mask	pack	120
53	Long Lasting Insectidal Net	pieces	120
54	ACT 1 (Artesunate Amodiaquine)	pack	120
55	ACT 2 (Artesunate Amodiaquine)	pack	120
56	ACT 3 (Artesunate Amodiaquine)	pack	120
57	ACT 4 (Artesunate Amodiaquine)	pack	120
58	Artemether + Lumenfantrine 20/120mg x 24	pack	120
59	Artemether + Lumenfantrine 20/120 x 18	pack	200
60	Artemether + Lumenfantrine 20/120x12	pack	200
61	Artemether + Lumenfantrine 20/120mg x6	pack	200
62	Artemether 40mg/2ml, inj. of 6vials	pack	200
63	Artemether 80mg/2ml, inj. of 6vials	pack	200
64	Artesunate inj 60mg	pack	200
65	Artesunate inj 120mg	pack	200
66	Paracetamol Inj	pack	200
67	Paracetamol 125mg/5ml, susp	bottle	200
68	Paracetamol Tab	x1000	100
69	Cotrim Susp	bottle	100
70	Cotrim 480mg Tab	x100	100
71	Ciprofloxacin Inf	Vial	100
72	Ciprofloxacin 500mg Tab	x100	100

73	Fesolate Tab	x1000	100
74	Folic Acid Tab	x1000	100
75	Ibuprofen 200mg Tab	x1000	100
76	SD Bioline Malaria Pf	pack	100
77	Loperamide 2mg Tab	x100	100
78	Kaolin syr	bottle	100
79	Metronidazole inf	Vial	100
80	Metronidazole 200mg Tab	x1000	100
81	Metronidazole 400mg Tab	x100	100
82	Doxycycline 100mg Cap	x100	100
83	Tetracycline 250mg Cap	x100	100
84	Cholera Test RDT Kits	pcs	100
85	Racecadotril (Hidrasec) 30mg	x3	100
86	ORS	x3	100
87	Ringer's lactate solution	pcs	100
88	Amoxyl 250mg	x100	100
89	Amoxyl 500mg	x100	100
90	MUAC Tape (pack of 50pcs)	pack	100
91	BAG PLASTIC, for drugs, 6x8 cm, (100 pces)	pieces	100

MINOR MEDICAL EQUIPMENTS

S/N	ITEM DESCRIPTION	QTY
1	Thermometer	4
2	Ambu Bag	2
3	Glucometer	2
4	Sphygmomanometer	2
5	Stethoscope	2
6	Kidney Dish and Receiver	4
7	Hem cue (Hemoglobin level test machine)	2
8	Surgical Eye Glass	4
9	Manual Vacuum Aspiration Kit	4
10	Angle Lamp	2
11	Mackintosh	6
12	Sponge Holding Forceps	4

13	Cord Scissors	4
14	Artery Forceps	4
15	Cuscus Vagina Speculum	4
16	Pulse Oximeter	2
17	Trolley(Medium)	4
18	BP Apparatus	2
19	Sterilizer	2
20	Pillow	10
21	Mattress (3 by 6)	10
22	Bedsheets and Pillowcase	10

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 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 contracts, 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 anything 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 financial gain or other benefits.
- 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 people less than eighteen years of age regardless of consent or age of majority.

In addition, vendors shall refrain from the 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 21st FEBRUARY 2025**

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



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