WEST AFRICAN CENTRE FOR PUBLIC HEALTH AND DEVELOPMENT

REQUEST FOR QUOTATION (RFQ) SUPPLY OF LABORATORY TEST KITS AND LABORATORY CONSUMABLES

IBBSS NIGERIA 2026

MARCH 2025

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SUPPLY OF LABORATORY TEST KITS AND LABORATORY CONSUMABLES IBBSS NIGERIA 2025/2026.

1.0 BACKGROUND

The West African Centre for Public Health and Development (WACPHD) is supporting the implementation of the **Integrated Biological and Behavioural Surveillance Survey (IBBSS) Nigeria 2025/2026**.

To support these laboratory operations, WACPHD intends to procure **laboratory test kits and laboratory consumables** required for specimen collection, handling, testing, storage, biosafety, and laboratory training.

WACPHD therefore invites qualified and reputable suppliers with demonstrated experience in the supply of **laboratory diagnostic kits and laboratory consumables** to submit quotations for the items listed in this Request for Quotation (RFQ).

2.0 OBJECTIVE OF THE PROCUREMENT

The objective of this procurement is to engage qualified vendors for the **supply and delivery of laboratory diagnostic test kits and laboratory consumables** required for the successful implementation of IBBSS Nigeria 2026 laboratory activities.

3.0 GENERAL ELIGIBILITY CRITERIA

All prospective bidders must meet the following mandatory requirements:

- Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC), including **CAC2 and CAC7.**
- Evidence of Company Income Tax Clearance Certificate for the last **three (3) years.**
- Verifiable documentary evidence of **at least three (3) similar supply contracts** executed within the last five (5) years.
- Evidence of experience in the supply of **laboratory equipment, consumables, or diagnostic test kits.**
- Evidence of physical registered office (utility bill or tenancy agreement).
- Evidence of relevant regulatory approvals where applicable.
- All documents must be submitted with a **Covering Letter on Company Letterhead** bearing the company registration number, contact address, telephone number, email address, and names of directors.
- The organization reserves the right to reject any or all bids.
- Applicable withholding taxes shall be deducted as required by Nigerian law.

4.0 INSTRUCTIONS TO SUPPLIERS

4.1 Submission of Quotations

Interested suppliers must submit quotations in accordance with the requirements of this RFQ.

The quotation must include:

- Quotation letter on company letterhead
- Completed pricing schedule
- Company eligibility documents
- Product specifications where applicable
- Delivery timeline

4.2 Essential Technical Information

Suppliers must provide the following information:

- Product brand name
- Manufacturer
- Country of origin
- Pack size
- Unit price
- Total price
- Shelf life for diagnostic test kits
- Storage conditions

Where brand names are indicated in the item list, **equivalent products of equal or higher quality may be accepted**.

4.3 Product Quality Requirements

All items supplied must be:

- New and unused
- Suitable for laboratory use
- Properly packaged and labelled
- Compliant with laboratory safety and quality standards

Diagnostic test kits must have **sufficient shelf life at the time of delivery**.

5.0 DELIVERY REQUIREMENTS

The successful supplier(s) will be responsible for delivering the items to the designated WACPHD delivery location in Nigeria.

Items must be:

- Properly packaged
- Clearly labelled
- Delivered in good condition
- Accompanied by delivery documentation

6.0 EVALUATION AND COMPARISON OF QUOTATIONS

Quotations will be evaluated based on:

- Compliance with the specifications and requirements outlined in this RFQ
- Completeness of submission
- Vendor experience and capacity
- Delivery timeline
- Price competitiveness

7.0 AWARD OF CONTRACT

The contract will be awarded to the supplier whose quotation has been determined to be **substantially responsive to the RFQ requirements and offers**.

WACPHD reserves the right to award the contract to **one or multiple vendors, depending on the evaluation outcome**.

8.0 BID VALIDITY

All quotations must remain valid for **60 days** from the submission deadline.

9.0 METHOD OF SUBMISSION

All interested vendors must submit their quotations through the official submission link provided below. Vendors must ensure that all required fields are completed and all supporting documents are uploaded before submission.

SUBMISSION LINK:
https://forms.gle/yZPwBEd1LWL5z7KN9

10.0 FINANCIAL QUOTATION FORMAT

(To be completed on vendor letterhead)

Date:

Request for Quotation:
Supply of Laboratory Test Kits and Laboratory Consumables

To:
West African Centre for Public Health and Development (WACPHD)

Having examined the RFQ documents, we, the undersigned, offer to supply the requested laboratory items in conformity with the specifications outlined in the RFQ.

The total quotation amount is:

[Insert amount in words and figures]

Delivery timeline: **[Insert delivery timeline]**

This quotation shall remain valid for **60 days** from the submission deadline.

Until a formal contract is executed, this quotation, together with your acceptance, shall constitute a binding agreement.

Signed:

Authorized Representative
Company Name
Signature and Stamp

QUOTATION PRICING SHEET

Item No	Item Description	Unit	Quantity	Unit Price (NGN)	Total Price (NGN)	Brand	Manufacturer	Country of Origin

(Vendors must complete this table for all items listed in Annexes)

11.0 EVALUATION SCORING MATRIX

S/N	Criteria	Maximum Score
1	Company profile and years of operation in laboratory supplies	20
2	Evidence of financial capability	15
3	Past experience supplying laboratory consumables	20
4	Evidence of registered office	10
5	Compliance with technical specifications	15
6	Financial Bid	20
	TOTAL	**100**

ANNEX 1

LAB TEST KITS – LABORATORY CONSUMMABLES

S/N	Quantity	Unit	Laboratory Item Description
1	20	1000	Cryogenic Storage Vials, Internal Threads, Sterile, 2ml Volume
2	6	300	340mL Blue Deluxe Absorbent Bench Underpads (43.2 x 61 cm (17 x 24"))
3	14	32	Sharpie Permanent Markers, Fine Point, Black
4	14	50	Black Ink Pens (Colored) 12/pk
5	14	32	Sharps Container 1 Gallon Red Base (Case of 32) by Kendall/Covidien
6	10	50	LabForce 2" 9x9 Cardboard Freezer Box with 81-Place Cell Divider
7	14	15	KimWipes, Large 140 wipes/pack
8	14	10	Powder Free Hand Gloves – Medium
9	14	10	Powder Free Hand Gloves – Small
10	14	10	Powder Free Hand Gloves – Large/XL
11	8	100	Ziploc Bags for Packaging Documents (16.5 x 14.9 cm)
12	12	1000	Ziploc Bags 6x4 for DBS Storage
13	14	4L	Concentrated Ultra Bleach
14	48	Each	Automatic Single-Channel Variable Volume Pipettors 20–200 µL
15	12	1000	Low Nitrogen Weighing Paper for DBS Packaging
16	36	250	2ml Cryovial for Specimen Collection (Red cap-12, White cap-24)
17	14	10	DBS Drying Racks (Whatman Drying Racks for DBS Cards)
18	40	100	DBS Filter Paper with Specification S75903
19	14	10	Ethanol-Resistant Marker (VWR Permanent Markers Pack of 10)
20	28	Each	Rechargeable Serological Pipette Aid
21	14	1000	Desiccants – 1 g
22	20	125	Humidity Indicator Cards
23	14	100	Adult Butterfly Needles for Venipuncture

24	14	1000	Adhesive Bandages Mediplas for Blood Collection
25	80	Each	Seymour Blue™ Traceable™ Multi-Timer for Field Testing
26	30	8	Test Tube Rack for Vacutainer 10ml EDTA Tubes
27	14	200	Biohazard Bags Large (Biohazard Autoclave Bags – Red)
28	14	200	Biohazard Bags Small (Biohazard Autoclave Bags – Red printed 8x12")
29	14	500	Cryobabies for 2mL Tubes – Red (2380 Pack for Positive Plasma)
30	48	25	Tourniquet
31	170	100	Determine Rapid Test Kit (Early Detect)
32	200	20	Uni Gold Rapid Test Kit
33	100	20	Stat-Pak Rapid Test Kit
34	210	100	10ml EDTA Vacutainer Tubes
35	13	100	Vacutainer Tube Holder
36	200	100	Vacutainer Needles
37	48	500g	Cotton Wool
38	48	100	Pasteur Pipette
39	48	Each	Masking Tape
40	80	25	Alcohol Pad
41	60	Each	Scissors
42	200	10	Plastic Cryoboxes for Cryotubes Packaging
43	48	Each	Tool Box
44	14	960	Rainin P20 Filtered Pipette Tip Refills or Equivalent
45	24	10	Technie Ice / Ice Pack for Cold Chain
46	200	10	96-Well Cryotube Racks for 2ml Tubes (Multi-Color 8x12 Format)
47	40	1700/ pk	Cryobabies for 2ml Tubes
48	24	Each	Lab Coat XL (Non-Disposable – For Field Work)
49	12	Each	Lab Coat M (Non-Disposable – For Field Work)
50	24	Each	Lab Coat L (Non-Disposable – For Field Work)