REQUEST FOR PROPOSAL

SUPPLY OF OPHTHALMIC AND MEDICAL EQUIPMENT

PRF N°: NG-0008-2026-ELETA

Eleta Eye Institute (EEI) is a charitable, not-for-profit incorporated trusteeship dedicated to the prevention of blindness, strengthening of eye health services, and improvement of vision for individuals with visual impairment through the delivery of high-quality, accessible eye care for all.

In line with achieving the major objective of this mission, Eleta Eye Institute is soliciting competitive, sealed bids from reputable and qualified companies for the **supply and delivery of ophthalmic, surgical, diagnostic and related medical equipment** as specified in this Request for Proposal.

1. Purpose of this Request for Proposal

The purpose of this Request for Proposal is to identify a suitable and qualified supplier for the **supply and delivery of ophthalmic and medical equipment** for Eleta Eye Institute, Nigeria, in accordance with the specifications and quantities provided in **Annex 1(Table 1 and 2)** of this document.

2. Scope of Service

The successful supplier shall be responsible for the supply and delivery of the required ophthalmic and medical equipment to Eleta Eye Institute, Ibadan, Oyo State, Nigeria.

The equipment required includes, but is not limited to:

- Ophthalmic diagnostic and refraction equipment;
- Ophthalmic surgical equipment and instruments;
- Operating and teaching microscopes;
- Cataract and glaucoma surgical sets;
- Sterilisation equipment;
- Ophthalmic lenses and examination equipment; and
- Other supporting medical equipment.

The detailed equipment list, quantities and minimum requirements are provided in **Annex 1: Equipment Specifications (Table 1 and 2)**

Suppliers may quote for **all, or specific categories/items** included in the equipment schedule, provided that each quoted item meets or exceeds the required specifications.

3. Bid Requirements for Qualification

The offer submitted by the bidder must imperatively comprise the following documents, enclosed in a sealed envelope or submitted via email:

- Valid company registration certificate and Tax Clearance Certificate.
- Evidence of relevant membership in national or international professional/industry associations, where applicable.
- Evidence of authorisation, dealership, distributorship or certification to supply the quoted brands/equipment, where applicable.
- Evidence of adequate technical capacity and resources available for the assignment.
- Bank Guarantee, Company Audit Report and/or Tax Clearance Certificate (TCC) as applicable, to demonstrate financial capacity and credibility.
- Verifiable evidence of similar supplies to comparable organisations, including international organisations where applicable, with a description of the supplies delivered.
- Proof of successful completion/delivery of similar contracts, such as job completion certificates, delivery notes, purchase orders or contracts.
- Detailed technical and financial offer clearly indicating the brand, manufacturer, model, country of origin, unit price, quantity and total price for each item quoted.
- Product brochures, catalogues and/or technical datasheets for the proposed equipment, where applicable.
- Warranty details and after-sales support arrangements.
- Proposed delivery timeline.
- Details of installation, commissioning, calibration and user training, where applicable.

The financial offer/quotation should be **However should be inclusive of all other applicable taxes where applicable**

Please note that Eleta Eye Institute is obligated to deduct the appropriate **Withholding Tax (WHT) of 2%** and remit same to the responsible tax authority.

The bidders are free to submit additional documentation, product catalogues, brochures, pictures or other information considered relevant to the Request for Proposal.

4. Technical Requirements

All equipment supplied must:

- Be brand-new and unused unless otherwise specifically stated.
- Meet or exceed the minimum specifications stated in Annex 1.
- Be fit for the intended clinical application.
- Comply with applicable quality and safety standards.
- Be supplied with appropriate manufacturer's documentation and user manuals, where applicable.
- Include warranty coverage and after-sales technical support.
- Where applicable, be supplied with all necessary accessories and components required for proper operation.

Where a specific brand or model is referenced in the equipment schedule, suppliers may propose the specified product or a technically equivalent product, subject to meeting the required specifications and compatibility requirements.

5. Submission

The hard copy bid documents should be submitted in a sealed envelope and clearly labelled:

"SUPPLY AND DELIVERY OF OPHTHALMIC AND MEDICAL EQUIPMENT"

Address:

Eleta Eye Institute
Academy, Olomi Road
Beside St. Mary's General Hospital
Ibadan, Oyo State, Nigeria

Or via email to:
eeiprocurement@gmail.com

Deadline for Submission of Bid:
16th October 2026 at 23:59 GMT

6. Language for the Bids

The language for the bid shall be **English only**.

7. Notification of the Results

Only the successful bidder(s) will be notified.

If you do not receive email communication within Two weeks after the expiry of the deadline for submission, please consider your bid unsuccessful.

8. Qualification Criteria

The supplier(s) will be selected based on, among other considerations:

- Responsiveness to the requirements of the RFP;
- Compliance with the required technical specifications;
- Supplier profile and experience;
- Reliability and technical capacity;
- Quality and suitability of the proposed equipment;
- Financial offer;
- Past experience in supplying similar ophthalmic/medical equipment;
- Delivery timeline;
- Warranty and after-sales support;
- Availability of spare parts and technical support, where applicable;
- Payment terms; and
- Completeness of the submission in compliance with the requirements of this Request for Proposal.

9. PROHIBITED CONDUCT – CORRUPTION AND BRIBERY

ELETA Eye Institute expects all its employees, and the Service Provider and all its employees, to adhere to the highest standards of accountability, which requires honest and ethical conduct.

ELETA Eye Institute prohibits and takes a zero-tolerance stance towards all forms of corruption, which includes fraud, theft, embezzlement, unapproved conflicts of interest, false claims, and bribery.

In addition to its prohibition of all forms of corruption, ELETA EYE INSTITUTE prohibits and takes a zero-tolerance stance towards its employees or Service Provider:

1. Accepting or requesting any form of bribe from any person or organization;
2. Giving, offering, promising, authorizing or assisting any form of bribe to any representative of any organization, including any government employee or candidate for public office, unless such bribe is a facilitating or expediting payment made under the exceptional circumstances described in ELETA EYE INSTITUTE's applicable policies.

A bribe means anything of value provided to a person or anyone associated with that person with the purpose of inducing the person to do or omit to do any act in violation of their lawful duty, to obtain an improper advantage, or to improperly influence an act or decision of an organization.

The Service Provider agrees to abide by the prohibition on corruption and bribery, and ELETA EYE INSTITUTE expects the Service Provider to ensure that its employees, representatives, vendors and contractors, if any, also adhere to this prohibition.

The Service Provider agrees to immediately report to ELETA EYE INSTITUTE any credible evidence of corruption and/or bribery that:

1. Involves funds or resources provided to the Service Provider under this Contract or is otherwise related to the Agreement; or
2. Involves ELETA EYE INSTITUTE employees.

ELETA EYE INSTITUTE is authorized to report such evidence to law enforcement and/or ELETA EYE INSTITUTE's donors.

The Service Provider understands and agrees that a violation of the prohibition on corruption and bribery may, in addition to any other remedies available under the agreement or at law, result in immediate termination of the Contract by ELETA EYE INSTITUTE and may also result in the Service Provider being determined ineligible to work with ELETA EYE INSTITUTE in the future.

10. Disclaimer

This is only a Call for Proposal. Eleta Eye Institute reserves the right to either amend or cancel it at any time with or without notice. In such cases, Eleta Eye Institute shall accept no liability whatsoever.

The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of its Proposal.

Any failure to comply with the requirements of this Request for Proposal may result in the rejection of the Proposal or, where applicable, cancellation of the committed contract.

11. Enquiry

Enquiries or requests for additional information may be made through:

ELETA EYE INSTITUTE
Eleta Eye Institute
Academy Olomi Road
Beside St Mary's General Hospital
Ibadan, Oyo State

By Email

eeiprocurement@gmail.com - The email subject should clearly state the relevant **RFP reference number**.

ELETA EYE INSTITUTE

ANNEX 1: EQUIPMENT SPECIFICATIONS

Suppliers are requested to provide quotations for the following ophthalmic and medical equipment contained in table 1 and 2 below

Table 1

S/N	Equipment	Make /Model	QTY	Unit Price	Total Cost
1	Automated Illuminated visual acuity chart		1		
2	Trial Set (Up to 20 dioptres)		1		
3	Trial Set (Up to 16 dioptres)		1		
4	Pinhole/ Occluder		2		
5	Trial frames (Adult/Paediatric)		4		
6	Near reading chart		4		
7	AutoRefractometer (May be combined with a keratometer in a single autorefractokeratometer purchase)		1		
8	Streak Retinoscope		1		
9	Prism Bar		1		
10	Mirror (18" x12") As required in refraction room/ optical showroom		1		
11	Slit lamp and Applanation Tonometer		1		
12	90 D Lens or 78D lens		1		
13	Gonio Lens or 3 mirror lens		1		
14	Colour Vision test e.g. Ishihara charts		1		
15	Pen Torches		3		
16	A Scan		1		
17	Keratometer (May be combined with autorefractometer in a single autorefractokeratometer purchase)		1		
18	**Phoropter*** (Optional. Where trained in the use of a phoropter. Purchase needs to be justified)		1		
19	7.5KVA Inverter/5Kw Solar Inverter system with 15KVA LiPO4 battery		1		
20	Direct Ophthalmoscope		1		
21	Illuminated visual acuity chart		1		
22	Near reading chart		2		
23	iCare rebound tonometer		1		
24	**Table top non-Contact Tonometer*** (optional)		1		
25	Binocular head mount loupe/ magnifier		1		
26	Torch Light		1		

27	BP Apparatus		1		
28	Stethoscope		1		
29	Glucometer		1		
30	Thermometer		1		
31	Minor operations set		2		
32	Operating table with headrest* (Partner furniture)		2		
33	Portable surgical light		2		
34	Reuben pillow		2		
35	Cheatle forceps and container		1 each		
36	Surgeons stools on castors		4		
37	Intravenous infusion stands		2		
38	Gallipots and kidney dishes		4 each		
39	Linen trolley		1		
40	Bowl stands		2		
41	Dressing trolley x 2		1		
42	Cardiac defibrillator		1		
43	Manual edger with spare diamond wheel		1		
44	Frame Heater		1		
45	Dressing Stick FINE		1		
46	Dressing Stick COARSE		1		
47	Lensmeter		1		
48	Spare bulb bor lensmeter		5		
49	Crumbling pliers		1		
50	Pointed nose plier		1		
51	Lens Adjusting Plier		1		
52	Micro Screw Driver set for optical lab		1		
53	6 Wheel Glass Cutter		1		
54	Marker Pens		1		
55	Groover and beveler		1		
56	Heated tinting unit		1		
57	Optical ruler/ guage set		1		
58	Dial calipers				
59	Frame adjustment pliers (set)		1		
60	Pupilometer		1		
61	Dial calipers				
62	Frame adjustment pliers (set)		1		
63	Pupilometer or IPD ruler		1		

64	Drum Autoclave (Large bench type or floor mounted model)		1		
65	Surgical Bins (large)		1		
66	Surgical Bins (Medium)		2		
67	Surgical Bins (Small)		2		
Total					

Table 2

S/N	Equipment	Make /Model	QTY	Unit Price	Total Price
1	Automated Illuminated Visual Acuity Chart		2		
2	Trial Set – Up to 20 Dioptres		2		
3	Pinhole/Occluder		20		
4	Trial Frames – Adult/Paediatric		12		
5	Near Reading Chart		6		
6	Streak Retinoscope		1		
7	90D Lens and/or 78D Lens (4 each)		1		
8	Gonio Lens or 3-Mirror Lens		4		
9	Colour Vision Test, e.g. Ishihara Charts		2		
10	Pen Torches		20		
11	A-Scan		2		
12	Ophthalmoscope		6		
13	Spare Bulbs for Operating Microscope, where applicable		20		
14	Cataract Surgical Sets		20		
15	Glaucoma Extras and Spare Sharps (Sets)		2		
16	Anterior Vitrectomy Unit – Geuder Vitron 2020 or equivalent		1		
17	Spare Cutters for Geuder Vitron 2020 or compatible/equivalent		20		
18	Bipolar Cautery Unit		20		
19	Teaching Microscope and Operating Microscope with Teaching Attachment		1		
20	Cautery Machine		3		
21	Coaxial I/A Cannula		50		
22	Eye Speculum – Large		6		
23	Lensmeter – Manual		2		
24	Lensmeter – Automatic		2		
25	Autoclave Machine		1		
26	Washing Machine		1		
27	B/P Apparatus		15		
28	Hot Air Oven		1		
29	Operating Stool		20		
30	Wheelchair		4		

31	Glucometer		20		
32	Glazing Machine		2		
Total					

Supplier's Quotation Format

Suppliers are requested to provide their quotation using the following format:

S/N	Equip ment	Brand/ Manufacturer	Model	Qty	Unit Price (NGN)	Warranty	Delivery Period
1							
2							
3							
…							
TOTAL							
Any other cost							
GRAND TOTAL							

Important: Suppliers should clearly state any deviations from the requested specifications. Where an equivalent product is offered, the supplier must provide sufficient technical information to demonstrate equivalence.

All quoted equipment should be **brand-new and unused**, unless otherwise expressly stated and approved by Eleta Eye Institute.