



First Step Action for Children Initiative (FSACI)

REQUEST FOR EXPRESSION OF INTEREST (EoI)

FSACI/NG/AD/MPA/29 /2024

**(MPA FOR SUPPLY OF GOODS TO ADAMAWA
STATE)**

First Step Action for children Initiative is a child focused organization registered with the Cooperate Affairs Commission with the headquarters in Markudi, Benue State Nigeria. The Organization has functional offices in Adamawa, Benue and Nasarawa States in Nigeria. The offices are being coordinated by the functional secretariat in Makurdi headed by the Chief Executive Officer (CEO) and programme Management Team. The association was established with a keen desire to assist rural families to improve the quality of lives of their children. Realizing that young children have very close ties with the mothers in Nigeria, it became expedient to include women on the programs of the association.

1. The Purpose of this Request for Expression of Interest (Eoi)

It is the intent of this Eoi to secure competitive proposals to select Supplier(s) for First Step Action for Children Initiative (FSACI) to supply list of goods to or at our office/warehouse in Yola Adamawa State. All qualified and interested Suppliers are invited to submit their Eoi to **Procure IEC Materials for Health Promotion for the implementation of Nutrition and Reproductive Health Services.**

procurement@first.org.ng

BOQ IEC Materials for Health Promotion

| S/N | Item | Description | Quantity |
|-----|----------|-------------|----------|
| | Leaflet | A4 (PCS) | 2000 |
| | Posters | A2 (PCS) | 800 |
| | Posters | A3 (PCS) | 2000 |
| | Banners | (PCS) | 20 |
| | Stickers | A5 (PCS) | 1000 |
| | | | |

The winning Bidder(s) will enter into a fixed price **Master Purchase Agreement (MPA)** for a period of six (6) months. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in Nigeria. Bidders shall be regular tax-payers, and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year 2024. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

2. Cost of Bidding

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and FSACI hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3. The Bidding Documents

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not

substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in bid rejection. The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

The Bidding documents shall include the following documents:

- *Expression of Interest – EoI*
- *Price offering sheet*
- *Registration certificate*
- *Profile of the company*
- *Bank Details*
- *Three References*
- *Any other important documents*

All submission regarding the bidding must be done on or before 15th March, 2024.

4. Clarification of Bidding Documents

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at procurement@first.org.ng and copy firstaction.children@gmail.com. The request for clarification must reach the purchaser not later than 10th March, 2024. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than 12th March, 2024. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

5. Language of Bid

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in **English Language only**. Any printed literature furnished by the Bidder and written in another language shall be accompanied by a (**English Language**) translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the (**English Language**) version shall prevail.

6. Bid Prices.

The Bidder shall clearly indicate the unit price of the goods it proposes to supply.

7. Bid Currencies

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **Nigeria Naira**.

8. Period of Validity of Bids

Bids shall remain valid for 180 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as nonresponsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or email. A bidder agreeing to the request will not be required nor permitted to modify his bid.

9. Format and Signing

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder's company seal.

10. Submission and Marking of Bids:

Bidder shall submit all documents to FSACI via the organizational email here: procurement@first.org.ng.

11. Modification and Withdrawal of Bids

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

12. Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

13. Contacting the Purchaser

No Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or the selected qualified supplier is announced.

14. Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and, selected for Master Purchase Agreement for the specific goods and/or services. At this stage FSACI may also choose to negotiate with the selected bidder to finalize the offer.

15. Contract award and notification

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Master Purchase Agreement and perform its obligations satisfactorily.

16. Warranty

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products), and meet the Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by **Nigeria** Law if any.

17. Inspection

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

18. Price Schedules and Location

Vendors interested in the provision of Goods/Services to FSACI, Adamawa Field Offices should NOTE that quoted Prices should include Transportation costs.

Payment will be made through bank transfer on satisfactory completion of delivery of Goods by the Purchaser within two weeks of receipt of invoice in conjunction with a signed received certificate of delivery/completion.

Extra charges associated with the above Goods shall be invoiced and paid at the same terms set above.

19. Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.