

# INVITATION TO TENDER

**Ref: MSF/WACA/NG-205/2024-03**

## PROVISION OF NFI (NON-FOOD ITEM) KITS – MSF WACA, CALABAR

Tender Closing Date and Time: Monday 21<sup>st</sup> March 2024, 16:00hrs

### LETTER OF INVITATION

**Dear Bidders,**

Medecins Sans Frontieres West and Central Africa (**MSF-WaCA**) is hereby inviting sealed bids from well reputed companies having proper registration in Nigeria to participate in bidding for the supply of NFI Kits in Calabar, details are tabled below:

LOT #	Region	Type of Kit	Total Number of Kits	Remarks
1	Calabar	Hygiene Kit	250 Kits	Comprised of 1-19 items, Appendix - 1, attached
2		Shelter Kit	250 Kits	Comprised of 1-6 items, Appendix - 2, attached
3		HWT Kit	250 Kits	Comprised of 1-7 items, Appendix - 3, attached
4		Kitchen Kit	250 Kits	Comprised of 1-12 items, Appendix - 4, attached

Participation in the Tender is based on the following conditions;

1. The Proposal, all bidding documents and all related correspondences must be in English. All information and documents submitted by bidders must be accurate, correct and duly certified.
2. Bidders must regularly follow up on the issuance of further instructions and/or amendments to this invitation to tender.
3. MSF-WaCA reserves the right to accept or reject any Proposal, cancel the tender process and/or reject all Proposals at any time, without incurring any liability to bidders or any third parties.
4. As per the discretion of MSF-WaCA, contract may be awarded to a single vendor for all items or may split between multiple vendors for different items
5. Bidders will be advised, in due course, of the results of their Proposals.
6. Tender documents through email will not be accepted.
7. All inquiries should be addressed to the Supply Manager by email or call (during office working hours), no later than **Thursday 14<sup>th</sup> March, 2024**.

Médecins Sans Frontières West and Central Africa  
**Zeeshan Baig, Supply Manager - MSF- WaCA**  
Cell: (+234) 07044196765  
Email: [msfw-nigeria-supplymanager@waca.msf.org](mailto:msfw-nigeria-supplymanager@waca.msf.org)

All bids delivered to MSF must be registered at reception. Unregistered bid will not be opened. MSF reserve the right to accept or reject the bids without showing any reason whatsoever.

Kind Regards:  
Zeeshan Baig  
Supply Manager

## **CALL FOR TENDER**

**Opening date: 06<sup>th</sup> March, 2024**

**Closing date: 21<sup>st</sup> March, 2024**

### **A.) Introduction:**

Médecins Sans Frontières (MSF) is an International Private non-governmental, non-profit, humanitarian organization created in 1971. We offer medical assistance to population in distress, victims of natural or man-made disasters and to victims of armed conflicts irrespective of race, religion, creed or political affiliation. Médecins Sans Frontières observes neutrality and impartiality in the name of universal medical ethics and the right to humanitarian assistance and demands full and unhindered freedom in the exercise of its functions. MSF works in over 70 countries globally and has been working continuously in Nigeria since 1996. Médecins Sans Frontières West and Central Africa -(MSF-WaCA) is currently operating in 5 countries of Africa. In Nigeria we are present in two states: Cross river (Southern part of the country) and Kano (Northern part of the country).

Interested and authorized Suppliers with cognate experience are invited to participate in this tender process:

### **B.) Scope of Work:**

Provision of NFI (non-food items) Kits at MSF WaCA Warehouse, Calabar. Address: **Plot # 13/14 boulevard Parliamentary Extension Calabar, Cross River State.**

### **C.) Eligibility Requirement:**

Interested firms are expected to provide verifiable copies of the following:

#### **Technical:**

- I. Company Profile
- II. Copies of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) Forms CAC 2, CAC 7, Memorandum and Article of Association.
- III. Documentary evidence showing experience in the execution of a similar project in the past (attach copy of PO/Contract).
- IV. Delivery time to be mentioned in days.

**Financial**

- I. Financial Capacity (updated bank statement of last (1) year.
- II. Evidence of audit report the last two (2) years.
- III. Active Tax Identification Number
- IV. Financial Offer (**Appendix 1-4**)
- V. Quotation Validity

**Note:** All Tenderer would be required to make requisite original documents available for sighting on demand.

**D.) Collection of Tender Documents:**

Hard copies of tender documents to be collected (if required), from **MSF WaCA Office**.  
Address:

**Plot # 722, K Close, First Avenue, Gwarimpa Estate, Abuja.**

**Or**

**Plot # 2, Ebri Eteng Close, State Housing Estate, Calabar, Cross River State**

**E.) Submission of Tender Documents:**

Tender documents (Including Financial and Technical Specification) are to be submitted separately in sealed envelope, sealed both envelopes in one envelope and addressed to:

Place	DATE	TIME
<p>Tenders to be submitted in the tender box at the following address:</p> <p><b><u>MSF Waca - Abuja Office:</u></b> <b>Plot # 722, K Close, First Avenue, Gwarimpa Estate, Abuja.</b></p> <p style="text-align: center;"><u>Or</u></p> <p><b><u>MSF Waca – Calabar Office:</u></b> <b>Plot # 2, Ebri Eteng Close, State Housing Estate, Calabar, Cross River State</b></p>	<p><b>21<sup>st</sup> March, 2024</b></p>	<p><b>1600 Hours</b></p>

The technical proposal and related attachments should be attached in the “Technical envelope”. However, The financial proposal and related attachments should be attached in the “Financial envelope”.

Envelops should bear the following information: **Tender Reference Number: “MSF/WACA/NG-205/2024-03”**, and particulars of the supplier.

Closing date for submission will be not later than **16:00 noon on Thursday, 21<sup>st</sup> March, 2024**.

Please, **ensure that you sign the bid submission register at the time of submitting the offer**. MSF will not be held liable for misplaced or wrongly submitted bid

**Electronic submissions through email** shall not be considered. However, supplier from other locations may submit their offer through courier.

**F.) Opening of Bids:**

All Bids will be opened immediately after the deadline **on Friday, 22<sup>nd</sup> March, 2024**. at Médecins Sans Frontières WaCA Office located at **Plot # 722, K Close, First Avenue, Gwarimpa Estate, Abuja**.

**G.) Other Conditions:**

- I. Bid must be in English Language and signed by an official authorised by the bidder;
- ii. Bid submitted after the deadline for submission would be returned un-opened;
- ii. All attendant costs will be borne by the bidders;
- iii. Only pre-qualified bidders at technical evaluation will be considered at a later date for financial bids opening, while the financial bids of unsuccessful bidders will not be opened;

**H.) Chronogram of tender activities**

<b>Activity</b>	<b>Tender Schedule Dates</b>
Tender opening date	<b>Wednesday, 06<sup>th</sup> March, 2024</b>
Submission of questions	<b>Thursday, 14<sup>th</sup> March, 2024</b>
Tender Closing date	<b>Wednesday, 21<sup>st</sup> March, 2024</b>
Tender Opening meeting	<b>Friday, 22<sup>nd</sup> March, 2024</b>
Tender evaluation	<b>Wednesday 27<sup>th</sup> March, 2024</b>
Tender Award	<b>Thursday 01<sup>st</sup> April, 2024</b>

Annex 1

**SUPPLY TENDER FORM**

**Bid #:** *MSF/WACA/NG-201/2024-02*

**Program:** **MSF** invites quotations for the supply of NFI Kits

**Subject:** Call to tender for the supply of NFI Kits at MSF Warehouse, Calabar.

We, the undersigned, hereby declare that:

1. We have examined and accepted in full the content of the dossier for invitation to tender No.
2. We hereby accept its provisions in their entirety, without reservation or restriction.
3. We offer to deliver in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reservation or restriction.
4. The total price of tender including tax, transportation costs, delivery.

..... in figures

..... in words

**CONTACT PERSON**

Name :

Address :

Telephone :

Fax :

E-mail :

Name and Position of person authorized to sign this tender

Tender:.....

Place and date:.....,

Stamp of the company:

**Annex 2**

**ECONOMIC AND FINANCIAL STATNDING OF TENDERERS**

Please provide the following financial data in NGN Currency from your annual audited accounts.

<b>Name of company</b>	<b>Data</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
	Annual Value of Total Business			
	Annual Value of Similar Services			

**Company Representative**

Name	
Position	
signature	
Date	

**Annex 3**

**Experience of Tenderer**

Name of Company: \_\_\_\_\_

List below contracts signed and executed for similar type of work.

Sr. No.	Description (one Line for each Item)	Organizations