



# **First Step Action for Children Initiative (FSACI)**

**REQUEST FOR EXPRESSION OF INTEREST**

**(EoI)**

**FSACI/NG/AD/MPA/24 /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 Essential Drugs and Medicines for the implementation of Reproductive Health Services**. ([procurement@first.org.ng](mailto:procurement@first.org.ng))

**BOQ Essential Drugs and Medicines**

S/N	Medications Name	Description	Quantity
<b>A</b>	<b>Sexual Reproductive Health</b>		
1	Bromocriptine tab	pack	250
2	Dydrogestrone (Duphaston)	pack	250
3	Clomiphene	pack	250
4	Metformin 500mg Tab	x100	250
5	Amoxiclav 625mg Tab	pack	250
6	Levonorgestrol 2mg Tab	pack	250
7	Medroxyprogesterone inj	pack	250
8	Condom	pack	250
9	Combi3 Tab Acute	pack	250
10	IUD Device	pack	250
11	Misoprostol Tab	pack	250
	Acute Respiratory Infection/Cold		
<b>B</b>	<b>Acute Respiratory Infection/Cold</b>		
1	Cefixime 200mg	pack	200
2	Cefuroxime 500mg	pack	200
3	Cotrim tab	x100	200

4	Cotrim susp	bottles	200
5	Doxycycline Tab	x100	200
6	Paracetamol tab	x1000	200
7	Paracetamol syr	bottles	200
8	Azithromycin 500mg tab	pack	200
9	Azithromycin susp	bottles	200
10	Amoxyl 500mg cap	x100	200
11	amoxyl susp	bottles	200
12	Cephalexin tab	pack	200
13	Clarithromycin Tab	pack	200
14	Erythromycin 500mg Tab	x100	200
15	Erythromycin Susp	bottles	200
16	Loratadine 10mg Tab	x100	200
17	Loratadine syrup	bottles	200
18	Cetrixine Tab	x100	200
19	Prednisolone 5mg	x100	200
<b>C</b>	<b>Maternal Delivery</b>		
1	Oxytocin inj	amp	250
2	Misoprostol	pack	250
3	Multivitamins Tab	x1000	250
4	Metronidazole 400mg Tab	x100	250
5	Amoxyl 500mg	x100	250
6	Paracetamol 500mg Tab	x1000	250
<b>D</b>	<b>General Treatment</b>		
1	Face Mask	pack	50
2	ACT 1 (Artesunate Amodiaquine)	pack	400
3	ACT 2 (Artesunate Amodiaquine)	pack	400
4	ACT 3 (Artesunate Amodiaquine)	pack	400
5	ACT 4 (Artesunate Amodiaquine)	pack	400
6	Artemether + Lumenfantrine 20/120mg x 24	pack	500

7	Artemether + Lumenfantrine 20/120 x 18	pack	500
8	Artemether + Lumenfantrine 20/120 x12	pack	500
9	Artemether + Lumenfantrine 20/120mg x6	pack	500
10	Artemether 40mg/2ml, inj. of 6vials	pack	500
11	Artemether 80mg/2ml, inj. of 6vials	pack	500
12	Artesunate inj 60mg	pack	500
13	Artesunate inj 120mg	pack	500
14	Paracetamol Inj	pack	300
15	Paracetamol 125mg/5ml, susp	bottle	500
16	Paracetamol Tab	x1000	100
17	Cotrim Susp	bottle	200
18	Cotrim 480mg Tab	x100	200
19	Ciprofloxacin Inf	Vial	200
20	Ciprofloxacin 500mg Tab	x100	200
21	Fesolate Tab	x1000	200
22	Folic Acid Tab	x1000	200
23	Ibuprofen 200mg Tab	x1000	200
24	SD Bioline Malaria Pf	pack	200
25	Loperamide 2mg Tab	x100	200
26	Kaolin syr	bottle	500
27	Metronidazole inf	Vial	350
28	Metronidazole 200mg Tab	x1000	200
29	Metronidazole 400mg Tab	x100	200
30	Doxycycline 100mg Cap	x100	200
31	Tetracycline 250mg Cap	x100	200

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 taxpayers, 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 15<sup>th</sup> **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](mailto:procurement@first.org.ng) and copy [firstaction.children@gmail.com](mailto:firstaction.children@gmail.com). The request for clarification must reach the purchaser not later than 10<sup>th</sup> **March, 2024**. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than 12<sup>th</sup> **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](mailto: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.