

# SALIENT HUMANITARIAN ORGANISATION

## Request for Proposal for the Supply of Dignity/Menstrual Hygiene Kits

SHO/RFP/27116/2024/002

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## 1 ABOUT SALIENT HUMANITARIAN ORGANISATION (SHO)

SALIENT is a national non-profit humanitarian organization, registered in Nigeria with the corporate affairs commission and other government entities. We have experienced Camp Management, Camp Coordination, logistics and supply chain professionals with extensive knowledge in managing Humanitarian facilities. SALIENT currently operate in North East Nigeria and dedicated to assisting new arrivals both in the formal and informal camps and within the host communities to support the returnee refugees and internally displaced persons. We are a non-governmental, non-political and a non-denominational organisation.

## 2 PROPOSED TIMELINES

RFP Proposed Timelines	
Request for Proposal Release date	02 <sup>nd</sup> April 2024
Questions for Clarification from Bidders date	03-05 <sup>th</sup> April 2024 (08124439118, 09130973841)
Deadline for Salient Response to Questions from Bidders date	05 <sup>th</sup> April 2024
Closing Date for Submission of Bids	16 <sup>th</sup> April 2024
Salient Committee Bid Opening & Analysis date	17 <sup>th</sup> April 2024
Contract Award Date to Selected Bidder	19 <sup>th</sup> April 2024
Date for Start of Contract Agreement	20 <sup>th</sup> April 2024

## 3 SERVICE REQUIRED

SALIENT Humanitarian Organisation invites interested suppliers and service providers to submit quotation for the supply of Dignity & Menstrual hygiene kits in Maiduguri, North East Nigeria.

SALIENT will not entertain any cost should a bidder not successful after the bidding process has closed but will remain on SALIENT list of interested vendors and will be contacted for subsequent supplies.

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## **4 TERMS OF BIDDING**

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SALIENT Humanitarian Organisation in its capacity as the Contracting body, invites bids from suitably qualified and interested vendors that wish to participate for the supply of the aforementioned Dignity/MH kits.

The selected supplier will enter into a contract agreement with SALIENT HO for the supply of the mentioned Dignity /MH Kits. Bidders must be resident in Maiduguri who have complied with all Government legal Regulations to operate in Nigeria and a regular tax payer to offer such goods and services as specified in the tender, and shall provide SALIENT with a copy of its valid registered certificate. The vendors shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

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## **5 CONDITIONS FOR THE SUBMISSION OF QUOTES**

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- 5.1.1 Quotation documents must be completed in English
- 5.1.2 Bidders must respond to all requirements set out in this RFP and complete their offer on company's letter headed template.
- 5.1.3 In the event of a contract is awarded to a bidder that has knowingly withheld some relevant information or otherwise misled SALIENT in the evaluation process, the contract agreement will be terminated and null and void. All cost and expenditures incurred will be at their own expenses.
- 5.1.4 Any conflicts of interest involving a supplier must be immediately disclosed to SALIENT particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the bidder.
- 5.1.5 SALIENT HO is not bound to accept the lowest of any bid submitted.
- 5.1.6 Information supplied by suppliers will be treated as contractually binding agreement.
- 5.1.7 SALIENT HO reserves the right to terminate this competition at any stage.
- 5.1.8 Only successful bidders will be contacted.
- 5.1.9 SALIENT HO's preferred terms of payment are by bank transfer which can be done on or before 30 days after satisfactory supply and receipt of delivery note, completion certificate and bidder's invoice.
- 5.1.10 This document cannot and MUST NOT be construed in any way as an offer to contract
- 5.1.11 SALIENT HO and all contracted suppliers, and their subcontractors, associates or any partners must act in full compliance with the donor requirements and to the highest ethical standards.

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## **6 SUBMISSION OF QUOTATION**

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Offers must be delivered in the following way:

- Bidders shall submit their quotes via mail to [procurement@salientho.org](mailto:procurement@salientho.org) with (Supply of Dignity/Menstrual Hygiene kits) as subject of the mail or in a sealed envelope addressed to the Procurement Unit, at SALIENT Humanitarian Organisation Office Behind NTA Quarters, off Damboa road Old G.R.A Maiduguri on or before 4:30PM on 15<sup>th</sup> April 2024. All bids are to be deposited by the bidders or their representative into the bid box provided. BIDS SUBMITTED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED.

## 7 SUBMISSION CHECKLIST

Line	Item	Tick attached
1	This RFP document MUST be filled, stamped, signed and dated	
2	Submit financial offer on Company letter head paper	
3	Business Registration certificate	
4	Tax clearance certificate	
5	Contract or PO for similar services- (minimum three completion certificates)	
6	Bid/Quotation Validity	

## 8 QUALIFICATION AND EVALUATION PROCESS & AWARD CRITERIA

### 8.1 ELIGIBILITY AND QUALIFICATION PROCESS

The first phase of evaluation of the responses will determine whether the bidder meets the preliminary eligibility criteria. These are:

#### Administrative Instruction:

##### 8.1.1 Preliminary Eligibility:

- Bid submitted against the set deadline
- Bids contain all documents mentioned above
- All quotations are in the local currency (Naira)

Competitors who do not comply with the administrative instructions above may have their bids disqualified at this stage, and therefore would not progress to the evaluation stages.

### 8.2 ESSENTIAL CRITERIA

**These criteria are not negotiable and MUST be met by all bidders for your bid to be evaluated, failing to submit the below information, your bid will be disqualified.**

1	Submit financial offer – Refer to the attached list of items with quantities
2	Business Registration certificate with Corporate Affairs Commission
3	Tax clearance certificate either from Federal Inland Revenue or State Inland Revenue Services
4	Tax Identification Number (TIN)

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### 8.3 AWARD CRITERIA

Bidders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.

#### AWARD CRITERIA FOR THE SUPPLY OF DIGNITY/MENSTRUAL HYGIENE KITS

AWARD CRITERIA			Maximum Scores	Score	Supplier to Tick One Option preferred Per Category
1	DELIVERY PERIOD/TIME	Delivery to SALIENT warehouse within 14 days and less	15%	15%	
		Delivery to SALIENT warehouse within 15 to 21 days		10%	
		Delivery to SALIENT warehouse Above 21 days and more.		5%	
2	QUOTATION VALIDITY PERIOD	3 Months or More	15%	15%	
		2 Months		10%	
		1 Month		5%	
3	Quality of Sample	100% Best quality samples of all 13 NFI items including Samples of the six Kitchen Sets	15%	15%	
		75% better quality samples of all 13 NFI items including Samples of the six Kitchen Sets		10%	
		50% good quality samples of all 13 NFI items including Samples of the six Kitchen Sets		5%	
4	Experience/Proof of Similar supplies executed - contract, PO or completion certificate working with INGOs or NGOs	15% for 3 PO, contract or completion certificate.	15%	15%	
		10% for 2 PO, contract or completion certificate.		10%	
		5% for 1 PO, contract or completion certificate.		5%	
	Total Score for Award Criteria		60%		
	Best Price Offer		40%		
	TOTAL MAXIMUM SCORE AWARD CRITERIA		100%		

All prices must be in NAIRA and will be evaluated on full cost basis (including all fees and taxes).

Marks for cost will be awarded on the inverse proportion principle (shown below):

$$\text{Score}^{\text{vendor}} = \text{Maximum Score} \times (\text{price}^{\text{minimum}} / \text{price}^{\text{vendor}})$$

**NB:** 10% withholding tax is inclusive.

## 9 COMPANY INFORMATION – BIDDERS MUST PROVIDE COMPANY DETAILS BY FILLING THE BELOW FORM

Name		
Company Name		
Address		
Registration Number		
Telephone		
E-mail address		
Year Established		
Legal Form. Tick the relevant box	<input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture	<input type="checkbox"/> Other (specify):
Tax registration number		
Directors' names and titles		
Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional tables in this format.		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Provide details of contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates)		
Provide details of any applicable Quality Assurance certificates or qualifications your company or employees have:		

By submitting an offer under this request for Proposal, the bidder hereby confirm that the following statements are correct and further undertakes to inform SALIENT of any changes in status of these matters.

The bidder is not bankrupt or is being wound up, neither are its affairs are being administered by the court nor has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulation.

The bidder is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.

Neither the bidder, a director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata nor been guilty of grave professional misconduct in the course of their business.

The bidder has fulfilled all its obligations relating to the payment of taxes or social security contributions in Ireland or any other state or country in which the tenderer is located or doing business.

Neither the bidder, a director or Partner has been found guilty of: fraud, money laundering, corruption; convicted of being a member of a criminal organisation; nor of serious misrepresentation in providing information to a public buying agency

The bidder has not contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

I confirm that the proposal and the costs provided to accompany it are an accurate reflection of the costs that will be charged to SALIENT according to the information provided in this request for quotation; and that there are no other costs associated with using the service that my company offers. I also confirm that I have the authority to sign on behalf of the company that is bidding.

Signed:

Print  
name:

Position:

Company  
Name:

Date:

Address:

## 10 APPENDICES

### 10.1 FINANCIAL OFFER - DETAILED DESCRIPTION OF NON-FOOD ITEMS AS ATTACHED.

S/No	Item/Specifications	Unit	Quantity	Estimated Cost/ Unit (NGN)	Estimated Total Cost (NGN)
1	Plastic Bucket, capacity 15 litres durable with handle and lid.	Pcs	500		
2	Plastic BASKET, Capacity 25 litres with lid & Handle.	Pcs	750		
3	Plastic JERRYCAN, Capacity 25 litres, Un breakable with screw cap.	Pcs	1250		
4	Hand Soap 200 Gram.	Pcs	3500		
5	African Plastic Kettle, durable capacity 3 litres.	Pcs	500		
6	Plastic Water scoop (MUG) for shower, capacity 0.5 liter.	Pcs	500		
7	POT, for children.	Pcs	250		
8	Plastic Scoop, capacity 1 liter for drinking water.	Pcs	500		
9	Toothpaste, tube 150ml (with minimum 2-3 years shelf life)	Pcs	500		
10	Plastic Cup, Capacity 1 liter	Pcs	500		



11	Tooth Brush (Big size)	Pcs	1750		
12	Razor Blade Single use	Pcs	1500		
13	Always Sanitary Pad	Pcs	500		
14	Baby wrapping cloth, towel cotton	Pcs	1000		
15	Towel cotton (Big Size).	Pcs	500		
16	Nail cutter, medium & kit needle.	Pcs	500		
17	Female Underwear.	Pcs	1000		
18	Washing powder 500g best.	Pcs	500		
	<b>TOTAL COST-NGN</b>				
	<b>WH Tax 10%</b>				
	<b>TOTAL AFTER TAX</b>				

## 11 SALIENT Conflict of Interest - Suppliers

Supplier hereby agrees that Supplier and Supplier's employees and subcontractors, if any, shall abide by and follow all established written policies of SHO related to work.

### Conflict of Interest

- Supplier hereby warrants that, to the best of its knowledge, no SALIENT employee, officer, consultant or other party related to SALIENT has a financial interest in the Supplier's business activities.
- Supplier hereby warrants that, to the best of its knowledge, no SHO employee, officer, consultant or other party related to SALIENT has a family relationship with the supplier's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future SALIENT activities.
- Supplier hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to SALIENT.
- Supplier hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

**Supplier Herby Agrees to Maintain High Ethical and Social Standards:**

- Working conditions and social rights: Avoidance of child labour, bondage, or forced labour; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC's beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavouring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action and termination of contract.

By signing this statement supplier acknowledges any violation of the above SALIENT policies will result in immediate termination of any agreement in place and disqualification from participation in future SALIENT activities.

Supplier Name:
Signature:
Title:
Name of Person:
Date: