



**INSTITUTE OF HUMAN  
VIROLOGY, NIGERIA**

**Production of Data Collection Tools under PCT ASPIRE grant.**

<b>Background</b>	<p>The Institute of Human Virology, Nigeria (IHVN) was established in 2004 as a local organization to address the HIV/AIDS crisis in Nigeria through the development of infrastructure for treatment, care, prevention, and support for people living with and that affected by HIV/AIDS but has now expanded its services to other infectious diseases of TB and malaria, including cancers.</p> <p>IHVN is structured to develop and maintain linkages with local and international organizations in collaborative ways that support the Government of Nigeria's health sector strategic plans. IHVN key technical and funding partners are the Centers for Disease Control and Prevention (CDC) and the Global Fund to Fight AIDS, Tuberculosis and Malaria.</p>
<b>BID Title:</b>	<ul style="list-style-type: none"> <li><b>Production of Data Collection Tools under PCT ASPIRE grant.</b></li> </ul>
<b>Scope of Bid</b>	<ul style="list-style-type: none"> <li>Bidders are invited to submit a Bid for the goods and/or services specified above: Schedule of Requirements, in accordance with this bid.</li> </ul>
<b>Interpretation of the Bid</b>	<ul style="list-style-type: none"> <li>This RFB is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.</li> <li>This RFB is conducted in accordance with the applicable provisions of IHVN Procurement Manual (latest version of which can be accessed at: <a href="http://www.ihvnigeria.org">www.ihvnigeria.org</a> and other relevant Organizational Directives and Administrative Instructions that are referred to in the Procurement Manual.</li> </ul>
<b>Language</b>	<ul style="list-style-type: none"> <li>The Bid, as well as all correspondence and documents relating to the Bid shall be written in the English language, unless specified otherwise in the bid advert. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages into the English language, in which case, for purposes of interpretation of the Bid, such translation shall govern.</li> <li>The Bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.</li> </ul>
<b>Bid Eligibility</b>	<p>Bidders may be a private, public, or government-owned legal entity or any association with legal capacity to enter into a binding Contract with IHVN.</p> <p>A Bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in United State Government Debarment List. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>A Bidder shall not have a conflict of interest. A bidder shall be considered to have a conflict of interest if:</p>

	<ul style="list-style-type: none"> <li>• A Bidder has a close business or family relationship with a IHVN personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract.</li> <li>• A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by IHVN to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process.</li> <li>• A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.</li> </ul> <p>Bidders must disclose any actual or potential conflict of interest in the Bid Submission, and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to IHVN. Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned.</p> <p>A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:</p> <ul style="list-style-type: none"> <li>• Is included in any other Ineligibility List from a IHVN partner and if so listed in United State Government Debarment List.</li> <li>• Is currently suspended from doing business with IHVN and removed from its vendor database(s), for reasons other than engaging in proscribed practices as defined in the IHVN Procurement Policy.</li> </ul>
<b>Fraud &amp; Corruption, Gifts and Hospitality</b>	<p>➤ IHVN strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of IHVN vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.</p> <p>IHVN's Anti-Fraud email: <a href="mailto:speakout@ihvnigeria.org">speakout@ihvnigeria.org</a> can be reached at all times to report any foul play at any level.</p> <p>➤ Bidders/vendors shall not offer gifts or hospitality of any kind to IHVN staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>In pursuance of this policy, IHVN:</p> <ol style="list-style-type: none"> <li>a. Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question.</li> <li>b. Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing an IHVN contract.</li> </ol>
<b>Clarification of the Bid</b>	<p>Bidders may request clarification in relation to the RFB by submitting a written request to the contact stated in the Bid advert, until the time stated as deadline</p>

	on the RFB. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.
<b>Bid Currency</b>	<p>The bid shall be made in Naira. If applicable, for comparison and evaluation purposes, IHVN will convert the quotations into USD at the official IHVN rate of exchange in force at the time of the deadline for Bid Submission.</p> <p>IHVN reserves the right not to reject any bid submitted in a currency other than the mandatory bidding currency. IHVN may accept bid submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory bid currency and that for conversion the official IHVN operational rate of exchange of the day of RFB deadline as stated in Section I: RFB Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued, and subsequent payments will be made in the mandatory bidding currency above.</p> <p>Rates in bids shall be fixed. Bids with adjustable rates shall be disqualified.</p>
<b>Taxes</b>	Contract sum shall be subjected to deduction of 5% withholding tax
<b>Payment Terms</b>	IHVN will ordinarily effect payment within 2 to 3 weeks after receipt of the goods/services and on submission of payment documentation.
<b>Audit</b>	IHVN may conduct an audit of the contract awarded to determine its completeness, efficacy as well as the performance of the supplier which will be used as a basis for the engagement of the vendors for future procurements.
<b>Requirements</b>	Ability to meet delivery targets within IHVN's specified time period.
<b>Bid Protest</b>	Any Bidder that believes to have been unjustly treated in connection with this RFB process or any Contract that may be awarded as a result of such RFB process may submit a complaint to IHVN Management through postal service using the address provided on IHVN website <a href="http://www.ihvnigeria.org">www.ihvnigeria.org</a>
<b>Responsiveness of Bid</b>	<p>IHVN's determination of a Bid's responsiveness will be based on the contents of the Bid itself.</p> <p>A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the bid advert without material deviation, reservation, or omission.</p> <p>If a Bid is not substantially responsive, it shall be rejected by IHVN and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>Evaluation of Bid</b>	<p>The evaluation team shall review and evaluate the Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the bid advert. Absolutely no changes may be made by IHVN in the criteria after all Bids have been received.</p> <p>IHVN reserves the right to undertake a post-qualification exercise, aimed at determining, to its satisfaction the validity of the information provided by the Bidder. Such post-qualification shall be fully documented and, among those that may be listed in the bid advert, may include, but need not be limited to, all or any combination of the following : (a)Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; (b)Validation of extent of compliance to the IHVN requirements and evaluation criteria based on what has so far been found by the evaluation team; (c)Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that</p>

	<p>may have done business with the bidder; (d) Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed; (e) Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder; (f) Testing and sampling of completed goods similar to the requirements of IHVN, where available; and (g) Other means that IHVN may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
<b>Award Criteria</b>	<p>Prior to expiration of the period of Bid validity, IHVN shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification and has offered the lowest price or the most reasonable price.</p>
<b>Bank Guarantee for Advanced Payment</b>	<p>All contractors shall produce a banker's guarantee or Insurance bond prior to request for advance payment from the sum of N2.5m and above. Advance payment request below N2.5m will not be honored by the Institute.</p>
<b>Supplier Code of Conduct</b>	<p>IHVN is committed to working in partnership with our suppliers to realize the full value of our relationships and to positively contribute to our stakeholder communities and the environment. Therefore, the following conducts are expected from our suppliers:</p> <ul style="list-style-type: none"> <li>• In keeping with our commitment to exercising appropriate standards of professionalism and ethical conduct in all business activities, IHVN will not tolerate bribery or corruption in any form, or any breach of its Anti-Bribery Policy.</li> <li>• Fraud &amp; Corruption, Gift and Hospitality: IHVN strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of IHVN vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. IHVN's Anti-Fraud email: <a href="mailto:speakout@ihvnigeria.org">speakout@ihvnigeria.org</a> can be reached at all times to report any foul play at any level.</li> <li>• Suppliers are expected to maintain accurate records of their activities and performance that clearly demonstrate compliance with all applicable standards, regulations and IHVN requirements.</li> <li>• Suppliers must disclose any personal relationships, economic interest or other ties to their business held by an employee or contractor with IHVN.</li> <li>• Suppliers shall provide IHVN with high-quality products and services that meet all applicable quality and demonstrate that they have robust Standard Organization of Nigeria requirements in place. We expect suppliers to immediately report to IHVN of any concerns about product safety.</li> <li>• Suppliers shall take appropriate measures to secure and protect all confidential information related to its relationship with IHVN and use it only for the purpose authorized under the contractual agreement. This obligation shall remain in force regardless of the status of the business relationship.</li> <li>• Suppliers to IHVN shall carry out operations with care for the environment and at a minimum will comply with all applicable environmental laws and regulations.</li> <li>• Suppliers shall also comply with any additional category specific requirements regarding the goods or services provided to IHVN, for example our requirements in respect of specification.</li> </ul>

<b>Instructions to Bidding/Requirements</b>	<p><b>The following will constitute the pre-selection criteria on a Yes or No basis:</b></p> <ul style="list-style-type: none"> <li>• Availability of a Company profile which should introduce your business's mission, goals, vision, and history.</li> <li>• All Bidders must include copies of FIRS tax clearance certificates for the past three years i.e., 2021, 2022, 2023 &amp; 2024 if readily available.</li> <li>• All bidders must provide verifiable documentary evidence of the execution of at least three (3) Contracts for the production of data collection tools, two of which must have been in the last five (5) years. Copy of award letters and delivery certificate where applicable are to be enclosed.</li> <li>• The bidders must specialize in the supply of clinical items with proof.</li> <li>• All bidders must provide proof of Certificate of Incorporation with the Corporate Affairs Commission (CAC), including Form CAC2 and CAC7.</li> <li>• Availability of audited financial statements for the last 3 years i.e., 2021, 2022, 2023 &amp; 2024 if readily available.</li> <li>• Bank Reference Letter addressed to IHVN for the purpose of this bid.</li> <li>• Current Sworn Affidavit certifying as follows: <ul style="list-style-type: none"> <li>I. The company is not in receivership, subject to any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings.</li> <li>II. The company does not have any director who has been convicted by any court in Nigeria and any other country for criminal offences in relation to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter.</li> <li>III. That no officer of IHVN is a former or present director or shareholder of the company or has any pecuniary interest in the bidder.</li> <li>IV. That all information presented in the documents is true and correct in all particulars.</li> </ul> </li> <li>• All bidders must submit an original copy of a bid security to the value of 2.5% of bidders' quote.</li> <li>• All bidders must indicate their bid validity period as 60 days from the date of this bid's expiration.</li> </ul>
<b>Technical Assessment Criteria</b>	<ul style="list-style-type: none"> <li>• Quoted items will be required to meet the technical specifications as only items that meet the specifications are technically qualified to proceed to the financial stage.</li> <li>• Bidders are to provide reference letters from three reputable organizations for the previous production of health data collections tools and the letter should highlight the bidder's skills, experience, and qualifications. It should also explain why the bidder is a good fit for the bid they're applying for.</li> <li>• Detailed quality of proposed production is to be stated as part of technical specifications. i.e. Printing Machine to be used for production, proposed brand of paper etc.</li> </ul>
<b>Note*</b>	<ul style="list-style-type: none"> <li>➤ <b>Bids which must reach us within ten (15) working days from the date of this publication should have the title of the BID written on the “Top Left-Hand Corner” of the envelope.</b></li> <li>➤ Bids should be submitted to the head office on or before the date below specified as deadline.</li> <li>➤ Bids will be opened publicly at the expiration of the bid advert.</li> <li>➤ Any quote with percentage/calculation error will be disqualified at the tender meeting.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ As time is of the essence, delivery of the service shall be within 6 to 8 weeks from the date of receipt of L.P.O by contractor.</li> <li>➤ Please find the Detailed Specifications under annex 1 below.</li> </ul>
<b>Funding Agency</b>	➤ <b>ASPIRE Grant</b>
<b>Bid Start Date/ Time</b>	09/07/2025
<b>Bid Deadline Date/ Time</b>	29/07/2025 10:00 am
<b>Communications during the BID Period</b>	<p>A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify IHVN via email at the following address no later than 5 working days prior to the closing date for the submission of offers:</p> <p>Email for submissions of all queries: <b><a href="mailto:bids@ihvnigeria.org">bids@ihvnigeria.org</a></b> (Use subject: RE-PRODUCTION OF DATA COLLECTION TOOLS UNDER PCT ASPIRE GRANT.</p> <p>The <b>Procurement</b> Team at IHVN will respond in writing (via email only) to any request for clarification of the BID that it receives by the deadline indicated above. A consolidated document of IHVN's response to all questions (including an explanation of the query but without identifying the source of enquiry) will be sent to all prospective bidders who have acknowledged the BID.</p> <p>There shall be no individual presentation by or meeting with bidders until after the closing date. From the date of issue of this bid to the final selection, contact with IHVN officials concerning the bidding process shall not be permitted, other than through the submission of queries and/or through a possible presentation or meeting called for by IHVN, in accordance with the terms of this bid.</p>
<b>Contact</b>	<p>The <b>Director Procurement/HOD SCM</b></p> <p>SCM Department</p> <p>Supply Chain Management Department Institute of Human Virology, Nigeria Cadastral Zone COO Plot 62, after BAZE University, off CITEC Road, Abuja- NIGERIA Tel: +234 (0) 9 4610342, 4610341, Fax: +234 Ext. 4025</p> <p>Email: <a href="mailto:bids@ihvnigeria.org">bids@ihvnigeria.org</a></p>

#### Annex 1

S/N	Description	QTY
1	Post Exposure Prophylaxis Register- Bond paper, A3, Hard Bond, Hard Cover, 80 grams, single page, Nigerian Green	200
2	DSD Assessment & Acceptance form- A4 soft bond, 100 sheets, Legal, Pelican White	150
3	Daily HIV test worksheet- Bond paper, A3, Hard Bond, Hard Cover, 80 grams, single page, Nigerian Green	100

4	Viral load Monitoring register- Bond paper, A3, Hard Bond, Hard Cover, 80 grams, single page, Nigerian Green	300
5	HIV Patient Tracking Register – A3, Bond paper, Hard Bond, Hard Cover, 80 grams, single page, Nigerian Green	300
6	Adult Initial Clinical Evaluation - A4, Soft cover, Soft bond, 100 sheets, Legal, Pelican White	1000
7	Locator form -A4 soft bond, A4, Soft cover, Soft bond, 100 sheets, Legal, Pelican White	300
8	Client Folder, Cardboard, 10x15 inches, Facility specific	50000
9	Medication Adherence and Assessment Form- A4, Soft cover, Soft bond, 100 sheets, Legal, Pelican White	500
10	Enhanced Adherence Counselling Form- A4, Soft cover, Soft bond, 100 sheets, Legal, Pelican White	200
11	Community Differentiated Service Delivery Register- A3, Hard Bond, Hard Cover, 80 grams, single page, Nigerian Green	100
12	Facility Differentiated Service Delivery Register-A3, Hard Bond, Hard Cover, 80 grams, single page, Nigerian Green.	100
13	Paediatric Initial Clinical Evaluation - A4, Soft cover, Soft bond, 100 sheets, Legal, Pelican White	300
14	HIV Testing Services Register - Bond paper, A3, Hard Bond, Hard Cover, 80 grams, single page, Nigerian Green	200
15	HIV Request and Results form- A5 Soft cover, Soft bond, 100 sheets, Legal, Pelican White	500
16	HIV Self-Testing Register - A3, Hard Bond, Hard Cover, 80 grams, single page, Nigerian Green.	100
17	Index Testing Register - Bond paper, A3, Hard Bond, Hard Cover, 80 grams, single page, Nigerian Green.	200
18	Family Index Testing Form- A4 Portrait, Soft cover, soft bond, 100 sheets, Legal, Pelican White	200
19	Client Intake Form - Bond paper, A4, Hard Bond, Soft Cover, soft bond, 100 sheets, Pelican White	2000
20	Inventory Control Card – A4, Card printed in the front, Single page, Brown	1000
21	Client Referral Form - A4 Portrait, Soft Bond, Soft Cover	200
22	Bandason's Screening tool (HIV Risk Stratification Tool) A5 Soft bond, soft cover	200
23	HTS Referral register-bond paper A3, Hard bond, hard cover, 80 grams, single page, Nigerian Green.	100
24	National PMTCT Delivery Register - Bond paper, A3, Hard Bond, Hard Cover, 80 grams, single page, Nigerian Green.	200

25	PLHIV Presumptive TB Diagnostic Evaluation and Treatment Register - A3, Bond paper, Hardcover, Hard bond, 80 grams, single page, Nigerian Green.	100
26	TPT Cohort register - Bond paper, A3, Hard Bond, Hard Cover, 80 grams, single page, White.	150
27	IPT Screening Tool - A4, Card printed front and back, Green	15000
28	OTZ enrolment forms- 100 sheets A4, Bond paper, soft cover, soft bond (single sheet), Pelican White,	200
29	Pediatric & Adolescent (0-14 years) Risk stratification Checklist A4, Soft bond, soft cover, Pelican White, legal	100
30	Child Follow-up Register - Bond paper, A3, Hard Bond, Hard Cover, 80 grams, single page, Nigerian Green.	150
31	Delivery Register - Bond paper, A3, Hard Bond, Hard Cover, 80 grams, single page, Nigerian Green.	200



