



Request for Quotation (RFQ)

Supply of Stationery Items

RFQ No:	EVGH-ST-24-11-03
Title:	Supply of Stationery Items
Issuing Office and Address:	<u>Address:</u> Abt/USAID PMI Evolve Project, Ghana Plot 11 Waterson Road, SSNIT Flat Junction, Tamale
RFQ Issuance Date:	December 4, 2024
RFQ Closing Date:	December 18, 2024
Mode of Submission	Email to: PMI_EvolveGhana@abtglobal.com Subject Line: EVGH-ST-24-11-03 –[your company name]
Anticipated Type of Award:	Firm Fixed Price Purchase Order (FFPPO)
Basis of Award:	See “Evaluation Criteria” section
Funding Agency	United States Agency for International Development (USAID)
Prime Contract Number:	7200AA23C00012
USAID Source / Nationality (Geo) Code:	935
List of Attachments	<ol style="list-style-type: none">1. Attachment A: Prime contract mandatory flow down2. Attachment B: Abt terms and conditions3. Attachment C: List of Exception4. Attachment D: Submission Check List



Background and Purpose

In December 2022, USAID awarded Abt Global (Abt) the PMI Evolve Project. The purpose of this contract is to support PMI, as well as U.S. Agency for International Development (USAID) Missions and Bureaus, with planning, implementing, and monitoring malaria vector control programs, including entomological monitoring, indoor residual spraying (IRS), insecticide-treated mosquito nets (ITNs) distribution, and larval source management (LSM). PMI Evolve will strengthen the capacity of local institutions, including national malaria programs (NMPs), district health offices, and research institutions to independently conduct vector control programs. In Ghana, the project collaborates with NMEP to implement IRS, conduct entomological monitoring and implement school-based insecticide-treated net (ITN)

Abt Global (Abt) is contracted by USAID Washington to conduct high quality Indoor Residual Spraying (IRS) programs in multiple Presidential Malaria Initiative (PMI) supported countries in Sub Saharan Africa and the Mekong region in Southern Asia. This was accomplished through what is called the PMI Evolve Project. The purpose of this project is to achieve the targets in Indoor Residual Spraying (IRS) through implementation of a high-quality IRS program, conducting comprehensive monitoring and evaluation of the IRS program, and developing the national capacity to conduct IRS. Activities are carried out in full collaboration with the National Malaria Control/Elimination Programs (NMCP/NMEP).

The Purpose of this RFQ is to obtain quotes and eventually enter a Firm Fixed Price Purchase Order with one or more firms for “**Supply of Stationery Items**” for the PMI Evolve Project.

Instructions to bidders

1. All documents submitted in response to this RFQ, as well as all related correspondence, will be in English and PDF format.
2. Offerors must fully review all instructions and specifications in this RFQ. Failure to do so will be at the offeror’s risk.
3. At any time prior to awarding the contract, should Abt Associates deem it necessary to change the RFQ provisions, it will provide such amendment(s) in writing. No oral instructions by any person will in any way be considered to limit, exclude, modify, or otherwise affect any terms or conditions of this solicitation, and no supplier shall rely on any such instructions.
4. Responses to technical questions will be distributed to all bidders.
5. All responses to this RFQ shall be submitted via email to PMI_EvolveGhana@abtglob.com.
6. Quotes from Offeror(s) on US government debarred list will not be considered.
7. In case samples are required, samples from successful bid(s) will be retained for product knowledge and reference purposes. Samples from unsuccessful bids will be discarded. However, if an unsuccessful bidder wishes to get their samples back after review, they can indicate in their offer and include prepaid return envelope or arrange pick-up. Note that the sample will be returned open because of the review process.
8. Bidder shall submit offer(s) with the following naming convention:



- a. **Email subject line** (no space before/after dashes “- “):
EVGH-ST-24-11-03-Your company name
9. **Attachments:** e.g. Quote/product literature/registration certificates etc
EVGH-ST-24-11-03-Your company name- Quote
EVGH-ST-24-11-03-Your company name- Product Literature
EVGH-ST-24-11-03-Your company name- Registration certificate etc
10. The quotation must include the price in Ghana Cedis with all associated cost using a bid sheet format provided in Appendix A.
11. Bids must be signed by a duly authorized representative of the bidder and contain the bidder’s full address and contact details.
12. Abt Associates Inc reserves the right to reject bids submitted without all requested information as non-responsive.

Quote Validity/Performance Period:

Submitted offers/Bids shall be valid for at least a period of 120 days from RFQ closing date

Preparation of Bids:

Bidders/Offerors are expected to examine the technical specifications and all instructions contained in this RFQ. Failure to do so will be at the offeror’s risk

Offers shall provide unit and total price per line. In case of discrepancy between unit and extended/total price, the unit price shall prevail.

Offers shall include delivery lead time in weeks. That is, the number of weeks from order receipt to delivery at the designated warehouse in Fuo, Tamale area.

Descriptive literature, quality standard supporting documentation, full technical specification per quoted item must be submitted with the bid. Submitted literature will be used to show compliance with the stated technical specification but shall not be considered to amend the quotation and the applicable RFQ requirement.

Any deviation from the RFQ stated specification must be identified, explanation provided in the attached *List of Exceptions* document (attachment C). In case of conflict between the RFQ technical specifications and the supplier offered descriptive literature, the RFQ specifications shall be the standard.

Amendments:

If it becomes necessary to modify this RFQ, an amendment will be issued and be binding to all bidders. Amendment(s) will be sent return receipt requested and numbered consecutively commencing with Amendment-01, 02 etc. Bidders must reference such amendments in their subsequent response and/or communication.

**Clarifications:**

All questions with regard to this RFQ shall be addressed to PMI_EvolveGhana@abtassoc.com. The deadline for submitting questions is **23:59hrs GMT on December 11, 2023**. Abt will communicate the questions and its responses to all bidders and may at its sole discretion extend the quotation deadline. Oral communication concerning this RFQ will not be accepted except for administrative clarification regarding submission format or location of the office, etc.

Exceptions:

To ensure clarity on the bids and their conformity to the RFQ technical specifications and requirements, bidder shall furnish a list of all exceptions to any of the terms/conditions/technical specification/Quality standards contained in this RFQ and shall include an explanation or justification for the exception taken.

Equipment and Operating Conditions:

Where applicable, operating and service manuals must be provided for all equipment.

Packing:

The supplier shall be responsible for packaging, marking, and shipping the goods in accordance with the terms stated in the order, good commercial practices, and all applicable laws. Each package shall be marked with handling instructions, shipping information, order number and part or item number. An itemized packing list shall accompany each shipment. Abt reserves the right to reject any shipment not meeting these requirements.

Delivery Location:

Products shall be delivered to the address below on or before **February 28, 2025**.

PMI Evolve Project, Ghana
Plot 11 Waterson Road, SSNIT Flat Junction,
Tamale.

Packing List:

A complete itemized packing list shall be affixed in an appropriate "Packing List" envelope outside the shipper box or container used to deliver commodities. Each packing list shall include a complete description of the goods, all applicable catalog numbers as also indicated in the applicable Purchase Order

Invoices and Payments:

Payments will be made net thirty (30) days after Abt Associates receives a complete and correct invoice from supplier based solely on Services performed by Supplier and/or Goods actually supplied by supplier pursuant to a Purchase or Deliver order.

**Required documents:**

1. Completed quotation form (bid sheet as in Appendix A)
2. Business Registration Certificate
3. VAT Registration Certificate
4. Tax Clearance Certificate
5. Completed "List of Exception (if applicable)
6. Completed "Submission Check List" (Attachment C)

Please note that if you fail in submitting any of the required documents and or fail to use the proposed file naming convention as stated in bullet point 9 in this RFQ, you will be disqualified for selections.

Product Description and Specifications:

No.	Item Description	UOM	Specification	Quantity
1	A4 sheets	5 reams/box	80g/m2	14
2	Attendance Book	Each	Big size 5, 75 pages	6
3	Calculator	Each	Casio 14 digits, 2-way power	74
4	Cellotape	Each	Large size 1.7inch wide, 5.2inch diameter with 1inch tape role	31
5	Chalk	30boxes/carton	Any colour but white, 100 sticks/box	29
6	Clear Bag	12pcs/packet	Supplier to indicate	287
7	Coloured Tape	Each	Big size (10.5cm diameter-1.2cm tape, 4.8cm wide), Yellow or Red	373
8	File Separators	Each	Full alphabet labeling Material: Plastic	22
9	Flip chart Paper	Each	25 sheets, 585mm x 810mm	59
10	Glue Stick	12pcs/Packet	35-40 grams (permanent)	10
11	Masking Tape	Each	High powered, small size, 1 inch wide	101
12	Masking Tape	Each	High powered, Big size 1.7 inch wide	40
13	Note Pads	120pcs/box	5" x 8", 70 sheets with writing lines.	30
14	Paper Clip	100clips/Pack	Medium size	22
15	Paper Punch (Perforator)	Each	Large, 2-hole punch	5



16	Permanent Marker	12pcs/pack	Supplier to indicate Single or double sided. Brands that are known to dry up easily will be rejected.	79
17	Pen Blue (pcs)	50pcs/box	Original BIC / LINC Offix/	9
18	Pencils	12pcs/pack	HB	11
19	Printer Cartridge	Each	Cartridge 125 (Canon LBP 6030)	17
20	Push Pin/ Tag Pin	/Packet	Plastic knob/ Big pack, 100pcs in a pack	26
21	Rubber bands (pkg)	/Packet	Plastic packaging	88
22	Ruler (30 cm)	Each	30cm, plastic	11
23	Sharpener	12pcs/pack	Supplier to indicate	146
24	Staple Machine	Each	Large, metal handheld stapler of 20-30 sheets	6
25	Staple Pins	/Packet	5000xNo.56	24
26	Stamp Pad	Each	Violet ink, 122mm x 84mm	16
27	Visitors Book	Each	Medium with headings, 100 sheets, front and back writable pages.	1
28	White Board Marker	12pcs/Packet	Supplier to indicate	11

Evaluation Criteria:

Abt Associates Inc, intends to award a PO (in whole or in part) to the most advantageous technically compliant offer(s), the following factors considered:

- a. Compliance with RFQ specifications and bid submission requirement/instructions.
- b. Price and price related factors.
- c. Delivery lead time.
- d. Delivery terms and/or cost.
- e. Payment terms (agreement to Abt payment terms or otherwise)

A responsive proposal is one that comes from a responsible supplier¹ and complies with all the terms and conditions stated in the RFQ without material modification. A material modification is any modification that affects price, quantity, quality, delivery or installation date of equipment or materials, or which limits in any way the responsibilities, duties or liabilities of

¹ For the purpose of this RFQ, a responsible supplier one who is legally, technically, and financially qualified to provide the RFQ goods and/or services.



the bidder or any rights of Abt or its clients.

Abt reserves the right to waive any minor informalities in the quotation/proposal received if it is in Abt's best interest to do so, or to reject the quotation of any firm if, in Abt's judgement, the firm is not fully qualified to provide the goods or services as specified in the technical specifications.

Sample Submission:

Where applicable, to ensure a full and informed evaluation of the proposed products, bidders shall send samples of all quoted items to the following address: (note the required correct marking):

Address:

PMI Evolve Project, Ghana.
Plot 11 Waterson Road, SSNIT Flat Junction,
Tamale

Package marking:

EVGH-ST-24-11-03-[Your company name]- SAMPLES

Attention: [add applicable name and email]

Tel:

Vendors are required to submit samples for all items. Sample submission deadline: **17:00hrs GMT, December 22, 2024**. Abt reserves the right not to accept late sample submissions. Vendors are responsible to pick up their submitted sample after bid evaluation.

NOTES:

1. Abt Associates is an equal opportunity employer and strongly encourages female entrepreneurs to apply for this tender.
2. Abt Associates can award multiple contracts for multiple suppliers under this RFQ.
3. Items delivered upon award will be inspected and matched against the accepted sample. Any deviation from the accepted sample will be rejected.
4. Abt reserves the right to waive any minor informalities in the quotation/proposal received if it is in Abt's best interest to do so, or to reject the quotation of any firm if, in Abt's judgement, the firm is not fully qualified to provide the goods or services as specified in the technical specifications.
5. Following the evaluation of bids, Abt Associate's decision to buy/hire from a particular vendor/service provider is not open for challenge from any bidder.



6. Vendors are to note that the project will take mandatory withholding tax from all amounts as per Ghana tax laws.
7. Vendors should note that the PMI Evolve Project in Ghana is exempted from the payment of VAT and NHIL under the bilateral agreement signed between the Government of Ghana and the Government of United States of America. USAID office in Ghana will issue a VAT Relief Purchase Order to cover this component upon the submission of a VAT invoice.
8. This RFQ shall not be misconstrued to be a commitment on the part of Abt Associates to award any form of contract to any respondent nor shall it entitle any organization or individual to be reimbursed the costs preparing or delivering bids to Abt Associates.
9. A responsive proposal is one that comes from a responsible supplier and complies with all the terms and conditions stated in the RFQ without material modification. A material modification is any modification that affects price, quantity, quality, delivery or installation date of equipment or materials, or which limits in any way the responsibilities, duties or liabilities of the bidder or any rights of Abt or its clients.
10. Abt reserves the right to waive any minor informalities in the quotation/proposal received if it is in Abt's best interest to do so, or to reject the quotation of any firm if, in Abt's judgement, the firm is not fully qualified to provide the goods or services as specified in the technical specifications.



APPENDIX A: BID SHEET

Supplier Name: _____

RFQ Number: _____

Seq #	Item Description	UOM	Specification	QTY	Unit Price (GHC)	Total Price (GHC)
1	A4 sheets	5 reams/box	80g/m2	14		
2	Attendance Book	Each	Big size 5, 75 pages	6		
3	Calculator	Each	Casio 14 digits, 2-way power	74		
4	Cellotape	Each	Large size 1.7inch wide, 5.2inch diameter with 1inch tape role	31		
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27	Visitors Book	Each	Medium with headings, 100 sheets, front and back.	1		
28	White Board Marker	12pcs/Packet	Supplier to indicate	11		
Taxes (specify type of tax and % as applicable)						
Taxes (specify type of tax and % as applicable)						
Other costs (specify type)						
GRAND TOTAL						
Other Terms						
Delivery Lead Time						
Delivery Terms						
Payment Terms						

Designation: _____

Signature: _____

Date: _____



Attachment: A

Prime Contract Mandatory Flow Downs
(See separate attachment)

Attachment B:

Abt Standard Terms and Conditions
(See separate attachment)

Attachment: C

List of Exception
(See separate attachment)

Attachment: D

Submission Check List
(See separate attachment)