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NIGERIAN OFFICE: مكتب نيجيريا CAC/IT/NO 143810

قطـــر الخيرية
QATAR CHARITY
qcharity.org

REQUEST FOR PROPOSAL ON EYE CAMP IN NIGERIA 2023

REFERENCE NO: NG/2023/0041

DATE: 18TH DECEMEBR 2023

Classification: Internal داخلي

1. ABOUT QATAR CHARITY:

Qatar Charity is one of the leading non-profit organizations in the Gulf of Arabia and the world. It was established in 1992 for the purpose of developing Qatari communities and the surrounding destitute communities regardless of their race, gender, and cultural differences.
Qatar Charity is active in several sectors significantly in sustainable development, fighting against poverty, and relief for the emergency afflicted situations. Qatar charity enjoys the consultative status with the Organization of Islamic Cooperation as it is a founding member of the Arab Network for Development in Cairo since 1999.

Qatar Charity has been working in Nigeria since 2020. It's mainly working in the following thematic areas: Education, Health, Social Housing, Economic Empowerment, Food Security, Social care, WASH, and CPI. Qatar Charity Nigeria is currently conducting health projects in Nigeria by collaborating with various stakeholders at all levels of governance. The aim of health program is to ensure that all people get continued access to healthcare services. In this eye campaign, Qatar Charity is working to reduce avoidable blindness and minor eye diseases to improve living conditions of affected people.

2. PURPOSE OF THIS REQUEST FOR PROPOSAL:

Qatar charity is seeking qualified health service providers for their EYE CAMPAIGN 2023 in Nigeria. All registered and qualified Eye hospitals/clinics/centers are requested to submit their Proposal according to the Conditions as detailed further below in the tender descriptions.

3. CAMPAIGN LOCATIONS AND ALLOCATIONS:

#	State/ Region	Number	Province	Surgery	Screening	Drugs	Dark Spectacles	Prescribed Specta
1.	Kaduna State	1800	Kaduna	100	600	600	100	500
2.			Kaduna	100	600	600	100	500
3.			Kaduna	100	600	600	100	500
Total				**300**	**1800**	**1800**	**300**	**1500**

4. REQUIRED SERVICES AND ITEMS:

The following services or items are required:

- **A.** Eye Screening of identified patients.
- **B.** Providing medication for those who don't need surgical intervention.
- **C.** Cataract surgeries including Congenital cataract in the children (1-15years)
- **D.** Provision of medicine and consumables.
- **E.** Post operative care.
- **F.** Provision of Spectacle both Reading and Vision.
- **G.** Training of local medical practitioners

N.B: when quoting, the services charge must include:

1. Hospital Bills and Rental Medical Equipment Costs for both Surgery and Postoperative Care)
2. Provision of staff transportation to and from the Locations.
3. Medical Staff Remuneration
4. Logistic Costs

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5. Medications
6. Also provide PPEs, Sanitizers etc.

5. DOCUMENTS REQUIRED TO SUBMIT SEPERATELY (via email as given below)

A. Brief Concept note on project implementation arrangement by highlighting detailed activities, tools, and equipment to be used.
B. Updated Business profile.
C. Valid License/ Registration from the concerned authorities.
D. Initial Guarantee cheque from a local bank or Insurance company to the sum of **=N=1,000,000.00** (One Million Naira only)
E. Completed (Filled and Stamped) RFP Document
F. ID or Passport of at least one major Director of the company
G. Proof of conducting similar projects/Campaigns
H. List of proposed professional staff with their CVs and Credentials (Doctors and Nurses)
I. Any information deemed to be important.

6. REQUIRED KEY STAFF QUALIFICATION

A. A Mix of trained ophthalmic professionals (i.e., registered eye specialist – ophthalmologist, ophthalmic assistants, MDs, etc.).
Please provide a detailed CV of key resources persons who shall work in this project indicating their positions, all experience from similar projects, as well as the contact details (Email and telephone number). Copies of academic certification for each key resource persons.
B. Ability to provide daily and weekly activity reports to QATAR CHARITY and implementation recommendations on how to improve quality of care as soon as it comes in.
C. Able to carry out the work in the target locations and good an acceptance of local community, local authority, and ministry of health federal and State level.
D. Proven experience in a relevant thematic area or an equivalent practical experience in the related field (eye campaign)
E. Proven previous experience in designing and delivering campaigns programs for eye campaign.

7. GENERAL TERMS AND CONDITIONS

A. Only Health Service Providers that are legally registered in Nigeria can apply for this RFP.
B. Only the original RFP forms received from Qatar Charity - Nigeria Office (QATAR CHARITY) should be used for submitting the offer. However, in case of insufficient space, additional sheets may be attached retaining the same column heading as the original Tender Form.
C. All the columns provided in the RFP documents should be filled in. These columns should not be left blank. In the absence of any information, please write N/A.
D. Overwriting, erasing, or using correction fluid are not allowed.
E. Implementation time should always be mentioned in number of **Calendar Days**.
F. The validity of the offer shall be minimum **180 days** from the closing date of submission.
G. Qatar Charity has the right to revise the Supply Details as applicable.

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H. Qatar Charity has the right to cancel any item(s) from the quotation or to cancel the whole RFP. Qatar charity is under no obligation to accept the lowest price or any offer, offer always is separate-able, and Qatar charity has the right to take part of it.

I. The Offer shall include full details and specifications of the offered items.

J. For DUE DILIGENCE CHECKS purposes, Qatar charity has the right to ask Bidders to provide any extra information. Before or after the final Selection, Bidders may possibly be required to attend a meeting with the Procurement Committee in Qatar charity at no extra cost to Qatar charity.

K. Interested Health Facilities must provide all the required documents separately as mentioned in Article 5.

L. Qatar charity has the right to request submission of Company Registration Documents and Passport Bio-Page of key personal of Supplier as issued by the Government.

M. Please note that once an RFP process is completed, Qatar charity will ONLY communicate with the SELECTED BIDDER going forward.

N. Unsuccessful Bidders reserve the right to know the results by inquiring from Qatar charity if interested. All Health Facilities are welcomed to ask questions for the reason(s) why they did not win. Bidder information will NOT be shared with a Third Party.

8. BASIC INFORMATION ABOUT THE VENDOR/ HEALTH SERVICE PROVIDER

A. HEALTH SERVICE PROVIDER DETAILS:		
1.	Name of Company	
2.	Address	
3.	Telephone No.	
4.	Mobile No	
5.	Fax No	
6.	Type of Business	
7.	Number of Years in business	
8.	Contact Person	
9.	Mobile No.	
10.	E-Mail	
11.	Company Owner	
12.	Company Manager	
B. LICENCE DETAILS		
1.	Registration No.	
2.	TIN Number	
C. BANK DETAILS		
1	Name Of Bank (1)	
	Account No. (1)	

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2	Name Of Bank (2)	
	Account No. (2)	

D. SIGNATURE&STAMP OF THE COMPANY:

Name: **Stamp**
Title:
Signature

9. FINANCIAL OFFER

#	Type of Service	Qty	Unit Price	Total	Remarks
1.	Registration of beneficiaries and full documentation of treatment and medical history	1800			
2.	Indirect Ophthalmoscopy and B-scan ultrasonography (HBV, HCV, HIV, Blood Sugar, BP and other basic medical checks)	1800			Please provide an Itemized description of how the Health Support Services will be provided
3.	Cataract Surgery (including congenital cataract in children)	300			
4.	Medication after Screening (drugs/frames & lenses)	1800			
5.	Post-operative Care.	300			
6.	Spectacle both Reading and Vision.	1500			
7.	Dark Spectacle for surgery patients	300			
8.	Feeding of patients who had surgery (for the expected period to be spent in a ward)	300			
9.	Training of graduate doctor trainees to enable them carryout basic test and diagnostics	20			
Total					

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N.B: when quoting the services charge must include:

A. Hospital Bills and Medical Equipment rental Costs for both Surgery and Postoperative Care)
B. Provision of staff transportation to and from the Locations.
C. Medical Staff Remuneration
D. Patient food during the stay
E. Logistic Costs
F. Medications
G. Also provide PPEs, Sanitizers etc.
H. 10% WHT to be deducted from source and remitted to FIRS.

10. SELECTION CRITERIA:

A. Eligibility Evaluation:

The items mentioned below are evaluated according to the documents attached to the company in the technical offer, and the evaluation is based on their availability and the validity of the document only.

#	Item	Yes/No
1	Valid License/ Registration from the concerned authorities in Federal/state level.	
2	Preliminary Guarantee cheque (=N= 1,000,000.00)	

- If the company gets a "NO" from this evaluation, the company will be disqualified automatically to proceed to the next step.

B. Technical Evaluation:

#	Item	Marks
1.	Health Service providers experience	20
2.	Previous Similar campaigns	20
3.	Recommendation letter from previous works	10
4.	Technical Resources (Equipment's, Doctors, and Nurses)	40
5.	Proposed Time frame for the campaign	10
TOTAL		100%

- Only Bidders that obtain minimum **75%** of the Evaluation Based Technical criteria will be considered for the next stage of Financial Evaluation.

11. APPLICATION PROCESS

Potential Health service providers having interest the work described above shall submit their proposal and supporting documents.

The proposal and accompanying documents must be received by Qatar charity no later than Friday **22d December, 2023 @ 4:00pm** You are requested to send via email to: eyecamp.2023.2024@gmail.com , ttc@qcharity.org by writing the subject line on: **NG/2023/0041 PROVISION OF HEALTH SUPPORT SERVICES - AN EYE CAMPAIGN IN NIGERIA 2023**

Late submission will not be given consideration.

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Qatar charity reserves the right to enquire compliance with additional conditions/requirements as and when issuing the final solicitation documents. Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued.

Service Providers Authorized Signatory

Name:

Title:

Signature:

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