

**NIGERIA SUSTAINABILITY AND HIV IMPACT PROJECT**

**REQUEST FOR QUOTATION**

**FOR**

**PRINTING OF M&E TOOLS**

**MAY 2026**

1<sup>st</sup> June, 2026**The Managing Director**

Dear Sir/Madam,

**REQUEST FOR QUOTATION FOR PRINTING SERVICES**

As Nigeria moves towards achieving the UNAIDS 95-95-95 targets, it becomes critical that all identified gaps should be covered, and all areas of weakness strengthened. N-SHIP (Nigeria sustainability and HIV Impact Project) is intended to build the capacity of Nigerian government to own the fight against HIV/AIDS in the country. In partnership with CDC Nigeria, the NSHIP project will work with relevant Ministries, Department and Agencies (MDAs) at the national and sub-nationals' levels to gradually transfer responsibilities for HIV/AIDS programming and financing to Government of Nigeria (GoN).

The updated tools are needed at the health facilities and implementing partners require updated reporting tools to capture key indicators including client enrolment, dosing schedules, follow-up visits, adverse events, and commodity accountability. Inadequate availability of standardized reporting tools could result in data gaps, poor documentation, and weakened program oversight. The goal is to strengthen monitoring, evaluation, and reporting through the printing and distribution of standardized data collection and reporting tools.

**Request for Financial Quotations for Printing M&E Tools**

N-SHIP (Nigeria sustainability and HIV Impact Project) is requesting for quotation for printing of M&E tools. For this purpose, the unit is soliciting for quotes from your organization to provide NSHIP with your best offer in Nigerian Naira (NGN) detailing the cost. See Table below on the expectations to be quoted for. All quotations are inclusive of all associated costs for deliveries (loading and offloading, payment of levies, taxes etc).

**Section C: Submission Requirements**

- a. The Duly signed quotations (marked "original" and one marked "copy") The two envelopes shall then be enclosed in one single outer envelope) should be delivered on or before the due date and time by hand in

**N-SHIP (Nigeria sustainability and HIV Impact Project)  
Plot 75 Edo House, 2<sup>nd</sup> Floor Central Area, Abuja.**

- b. Note that it is not permitted to transfer this invitation to any other firm.
- c. Bidders should indicate delivery period per item as detailed in the table below.
- d. **Only successful vendors will be asked to provide samples.**
- e. Only Quotations received through the physical address provided above will be considered.
- f. Upon submission of quotation, Vendors are expected to fill bid register at the location address.
- g. The submission deadline is **1:00pm on 9<sup>th</sup> June, 2026.**
- h. Your quotation shall remain valid for at least (60 days) from the bid closing date. Vendors are instructed to confirm the validity of their bid for 60 days. Violation of this instruction will be considered non-responsive
- i. An evaluation will be carried out on the submitted document and the lowest evaluated responsive selection criteria will be carried out on the document.
- j. Any vendor with similar directors will be disqualified and blacklisted if identified at any stage of the process.
- k. The recommended vendor will be required to provide the service as per contract award. The winning bid will be required to provide samples for each item before embarking on mass production
- l. The delivery period as proposed is 2 weeks. Bid submission above 2 weeks may not be considered. This is mandatory and violation will be considered as non – technically responsive
- m. NSHIP is VAT exempted, our organization shall withhold & remit to the tax authority the appropriate tax rate under which your service falls.
- n. **Vendors are to provide insurance or bank bonds along with their quotation during submission**
- o. **Delivery Location: Federal Central Medical Stores Oshodi, Lagos State.**
- p. **Samples can be sighted at the N-SHIP Office (Nigeria sustainability and HIV Impact Project), Plot 75, 2<sup>nd</sup> Floor Edo House, Central Area, Abuja, on or before Friday, 5<sup>th</sup> June 2026.**
- q. All requests for clarifications should be directed to **Procurement department at NSHIP Office or call 07065482205**

DESCRIPTION/SPECIFICATIONS	QUANTITY
<p><b>HTS Monthly Summary Form</b>  Name of the Tools: National HTS Monthly Summary Form  Paper/Media Type:  50gsm carbonized triplicate (White, Blue &amp; Pink colour)  No of Sheets:  150 triplicated single printed front only pages 50 pages of each colour (triplicate)  Size and orientation of paper after printing: A4  Portrait  Cover (Front and Back): Pelican White Type of Binding to be used:  Saddle side stitch. The pink booklet copy should not be perforated.</p>	<p><b>320 +19679</b></p>
<p><b>HIV Tracking Register</b>  Paper Size: A3 Landscape  Single Page  Paper Quality: 80 grams No of Pages: 100  Cover: Strong Card with coat of arm  Cover Colour: Nigeria Green</p>	<p><b>324</b></p>
<p><b>HIV Care &amp; Treatment Transfer Form</b>  Paper Size: A4 Portrait Paper Quality: 80 grams  No of Pages: 100 sheets printed front only  Cover : Soft cover with coat of arm  Cover Colour: white</p>	<p><b>789</b></p>
<p><b>Integrated Lab Form request and resultform (duplicate, white and green)</b>  Paper Size: A4 Portrait  Single Page  Paper Quality: 50 grams  No of Pages: 100 sheets printed front only (comprising 50 sheets each of original and duplicate)  Cover: Soft cover with coat of arm  Cover Colour: white</p>	<p><b>39665</b></p>

<p><b>ART Register</b>  Paper Size: A3  Single Page  Paper Quality: 80 grams No of Pages: 100  Cover: Strong Card with coat of arm  Cover Colour: Nigeria Green</p>	<p><b>862</b></p>
<p><b>Integrated Lab Register</b>  Paper Size: A3  Centre Spread  Paper Quality: 80 grams No of Pages: 100  Cover: Strong Card with coat of arm  Cover Colour: Nigeria Green</p>	<p><b>4783</b></p>
<p><b>EAC Form</b>  Paper Size: A4  Double pages, (front &amp; back)  Paper Quality: 80 grams  No of Pages: 100  Cover:Soft cover with coat of arm  Cover Colour: White</p>	<p><b>1837</b></p>
<p><b>EAC Monitoring Register</b>  Paper Size: A3  Single Page (front &amp; back)  Paper Quality: 80 grams No of Pages: 100  Cover: Strong Card with coat of arm  Cover Colour: Nigeria Green</p>	<p><b>267</b></p>
<p><b>ART Care Card (Usually a pack of 100)</b>  Paper Size: A3 Landscape  Center Spread  Paper Quality: Manilla Buff:  1 sheet printed front and back</p>	<p><b>15280</b></p>

<p><b>ART Monthly Summary Form (in Triplicate (white, green and pink))</b>  Paper Size: A4 Potrait Single page  Paper Quality: 50 grams No of Pages: 150  Cover soft cover with coat of arm  Cover Colour: white</p>	<p><b>315</b></p>
<p><b>PMTCT Register</b>  Paper Size: A3  Centre spread  Paper Quality: 80 grams No of Pages: 100  Cover Strong Card cover with coat of arm  Cover Colour: Nigeria Green</p>	<p><b>3144+19679</b></p>
<p><b>Child Follow up Register</b>  Paper Size: A3  Sigle page  Paper Quality: 80 grams No of Pages: 100  Cover: Strong Card cover with coat of arm  Cover Colour: Nigeria Green</p>	<p><b>320</b></p>
<p><b>Mother-Infant Pair card (Pack of 100)</b>  Paper Size: A4  Front Portrait back landscape  Paper Quality: 100 grams No of Pages: 100 per pack</p>	<p><b>858</b></p>
<p><b>PMTCT MSF</b>  Paper Size: A4  Carbonized duplicate (White &amp; Pink colour)  Paper Quality: 50 grams  No of Pages: 50 of 100  Cover: Soft cover with coat of arm  Cover Colour: White</p>	<p><b>320+19679</b></p>

<p><b>PrEP &amp; PEP Screening &amp; Eligibility Form</b>  Paper Size: A4 Portrait  single page (front print only)  Paper Quality: 50 grams  No of Pages: 100 sheets printed front only (comprising 50 sheets each of original and duplicate)  Cover: Soft cover with coat of arm  Cover Colour: White</p>	<p><b>4348</b></p>
<p><b>PrEP &amp; PEP Card (Pack of 100)</b>  Paper Size: A3 Landscape  Centre Spread: front- Portrait, Centre spread - landscape, back Landscape  Paper Quality: Manilla Card Buff Colour  No of Pages: 1 sheets printed front and back</p>	<p><b>2255</b></p>
<p><b>PrEP &amp; PEP Register</b>  Paper Size: A3  Centre Spread  Paper Quality: 80 grmas  No of Pages: 100  Cover: Strong Card with coat of arm  Cover Colour: Nigeria Green</p>	<p><b>763</b></p>
<p><b>PrEP &amp; PEP MSF</b>  Paper Size: Legal  Single Page  Paper Quality: 50 grmas  No of Pages: 100 duplicated single printed front only pages (50 pages for each duplicate)  Cover : Soft cover with coat of arm  Cover Colour: White</p>	<p><b>320</b></p>
<p><b>VH Client Enrolment &amp; Follow up Card (Pack of 100)</b>  Size A4  ART Card (300 grmas)</p>	<p><b>486</b></p>

<p><b>VH Lab Register</b>  Paper Size: A3 Single Page  Paper Quality: 80 grmas No of Pages: 100  Cover: Strong Card with coat of arm Cover Colour: Nigeria Green</p>	<p><b>307</b></p>
<p><b>VH Treatment Register</b>  Paper Size: A3 Centre Spread  Paper Quality: 80 grmas No of Pages: 100  Cover: Strong Card with coat of arm Cover Colour: Nigerian Green</p>	<p><b>307</b></p>
<p><b>VH MSF</b>  Paper Size: Legal Single Page  Paper Quality: 50 grmas No of Pages: 50 of 100  Cover Soft cover with coat of arm Cover Colour: White</p>	<p><b>320</b></p>
<p><b>STI Register</b>Size: A3One Page (Front and Back) Paper Type: 80 GMSNo of Pages: 100Cover – Strong Card with coat of arm Colour: Nigeria Green</p>	<p><b>788</b></p>
<p><b>STI MSF</b>  Paper Size: A4 Single Page  Paper Quality: 50 grmas  No of Pages: 100 duplicated single printed front only pages (50 pages for each duplicate)  Cover: Soft cover with coat of arm  Cover Colour: White</p>	<p><b>320</b></p>
<p><b>Combined Pharmacy order form</b>  Size: A4  One Page (Front and Back) Paper Type: 50 GMS  No of Pages: 100 duplicated Single 50 of each  Cover – Strong Card with coat of arm Colour: Nigeria Green</p>	<p>31726</p>

<p><b>Pharmacy Daily work sheet</b>  Paper Size: A3 Single Page  Paper Quality: 80 grmas  No of Pages: 100 pages  Cover: Soft cover with coat of arm  Cover Colour: White</p>	<p>6269</p>
<p>HIV Testing Services Register  Paper/Media Type:80gms bond No of Sheets:  100 sheets printed front and back  Size and orientation of paper after printing:  A3 Landscape- 2 page spread  Cover (Front and Back):  Pelican card (300gsm) printed in one colour  Type of Binding to be used:  Soft cover; stitch and cover pins with binding cloth</p>	<p><b>19679</b></p>

**i. Fraud and Corruption**

The personnel of the Purchaser and the Suppliers shall adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract. In pursuance of this principle, they shall abstain at all times from corruption or fraudulent practices. Corruption and fraudulent practices are defined as follows:

(i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of an official in the selection process or in contract execution;

(ii) “fraudulent practice” means a misrepresentation or omission of facts in order

to influence a selection process or the execution of a contract;

- (iii) “collusive practices” means a scheme or arrangement between two or more suppliers with or without the knowledge of the Purchaser, designed to establish prices at artificial, noncompetitive levels;
- (iv) “*coercive practice*” means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a Contract.
- (v) The Purchaser shall reject a Proposal for award if it determines that the Supplier recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

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