**REQUEST FOR QUOTATION FOR THE PRINTING OF MEDICATICATION LABEL/STICKERS (SLEEVES) FOR KNCV TUBERCULOSIS FOUNDATION NIGERIA**

**REFERENCE NO. – KNCVN-DAT- MLS -P/21/26-01**

**General Information:**

KNCV is inviting vendors to provide quotations for the printing and supply of Medication Labels/stickers.

* Vendors are required to submit quotation indicating cost, payment, and delivery terms of Medication Labels/stickers as specified below:



**SAMPLE LABEL DESIGN**

|  |  |
| --- | --- |
| DIMENSIONS | 10 cm x 1.6 cm |
| ADHESIVE | The label will be placed on a (plastic) medication blister |
| COLOR | Full color-yellow moon color retained, all white letters and colors retained and the majority pink to change to green. |
| DESIGN | A sample label design is shown below |
| VARIATIONS | All labels have the same design, but 20 different 3-digit codes should be used |
| DELIVERY | Labels should be delivered on a label roll or label sheet |
| QUANTITIES MATERIAL | 12,000 labels in total (500 per batch with the same 3- digit codes)  Vinyl stickers to be placed on drug Sachets- the area with the letter “775” in the sample below to come in scratch card form. |

**Delivery location:** Independence Avenue, Central Business District (CBD) FCT, Abuja.

**Submission of Quotes:**

* Submit quotation on both the **attached KNCV RFQ** and on your company letterheaded document
* Fill and submit KNCV Vendor information form **(form attached)**
* All bids must be written in English and signed by an authorized person
* Bids submitted after the closing date/time will not be considered
* A minimum of 5% WHT will be deducted per invoice as required by FIRS

**Eligibility Requirements:**

To be eligible to participate in this process, vendors must provide proof of all the following documents:

1. Company’s registration documents/certificate of incorporation with Corporate Affairs Commission (CAC), Form CO2 & CO7
2. A recent Tax Clearance Certificate

**Evaluation Criteria**

The criteria for evaluation shall include

* Cost
* Payment terms
* Delivery terms
* Production and approval of very high-quality sample **(next level evaluation)**

**Submission:**

**Open Date/Time:**  4:00pm Wednesday July 28, 2021

**Close Date/Time:** 12noon Monday August 2, 2021

**Procedure for Submitting:**

Vendors are to submit requested documentation **BY E-MAIL (only)** – to [procurement@kncvnigeria.org](mailto:procurement@kncvnigeria.org)

All attachments to be in **1 PDF** document with Title:

**“Name of your Organization” for THE PRINTING OF MEDICATICATION LABEL/STICKERS – KNCVN-DAT- MLS -P/21/26-01**

**Selection process**

The selected vendor will be contacted via e-mail, immediately after the selection process is concluded.

**N/B**

- KNCV shall only accept from the selected vendor – “company banking details” not individual/private banking details

- KNCV shall not pay VAT (exemption certificate may be provided to selected vendor on request)