



Johns Hopkins University Affiliate

Section 1: Invitation for Quotation

Request for Quotation Ref:	Jhp-PV-015
Contract Package	Stationery Supplies
Date of Invitation:	May 24, 2022
Deadline of Submission	June 4, 2022

1. Jhpiego is an international non-profit organization affiliated with Johns Hopkins University headquartered in Baltimore, Maryland, USA. For more than 40 years and in over 155 countries, Jhpiego has been a global leader in improving health care in developing countries and trains health professionals to prevent the needless deaths of women and their families. Jhpiego has been working in Liberia since 2008 and works closely with the Ministry of Health (MOH) in Liberia for building capacity in providing quality health services to the Liberian population.
2. Jhpiego Liberia has a requirement for three (3) vendors, on a standby basis, to supply **Stationery Supplies** on demand against pre-determined prices valid for one (1) year in the various counties listed in clause 9 of this RFQ.
3. This RFQ will establish a ranking list of potential Suppliers. The highest three suppliers will be awarded a Preferred Vendor/Blanket Purchase Order Agreement. The Suppliers will be selected based on their technical compliance, delivery time, service availability and total gross price. This approach will give Jhpiego Liberia access to a pool of “pre-qualified” suppliers that can provide **Stationery Supplies** on an as needed basis.
4. Jhpiego Liberia invites quotations for **Stationery Supplies** as described in the **Schedule of Requirements**.
5. The responses to this RFQ will be evaluated according to
 - Technical conformity
 - Delivery time
 - Service Availability and
 - Price
 - Experience
6. A preferred vendor agreement will be issued to at least two highest ranked bidders. The highest ranked bidder will be Jhpiego Liberia “first choice” service provider and the 2nd and 3rd ranked Bidders will be used when necessary.
7. The vendors’ quotation, **including illustrated brochures (if necessary)**, must be delivered to the specified address on or before the submission date specified.
8. A draft BPO with Terms and Conditions is provided for your information. These documents must be studied and your quotation based on the contents as any ensuing award of contract will be based accordingly.
9. Vendors can submit quote to be considered for the preferred vendor listing in one or more of the following counties:

<i>NO.</i>	<i>County</i>	<i>Lot No.</i>
1	Montserrado	1
2	Grand Bassa	2
3	Nimba	3
4	River Gee	4

5	<i>Grand Kru</i>	5
6	<i>Mary Land County</i>	6

10. **Vendors must have supply outlet/branch in any of the counties for which they submit quote.**

11. Quotes which do not offer all service descriptions will be rejected.

12. Quotations can be submitted electronically to the email below:

LR-Procurement@jhpiego.org with copy to ACHolopray@jhpiego.org.

13. Quotations can also be submitted via the Jhpigeo STAIP USAID Office in care of the County Health Advisor/Financial Management Specialist at the County Health Office in the counties other than Montserrat County.

14. Bidders are advised to adhere to the timeline below:

No.	Activity	Time	Date
1	Submission Deadline	10:00 a.m	June 4, 2022
2	Request for clarifications Deadline	10:00 a.m.	May 30, 2022
3	Response to request for clarifications	12:00 p.m	May 31, 2022

15. Potential vendors wishing to submit bids/quotes can request the full request for quotations by sending email to ACHolopray@jhpiego.org and calling 0776738550 for inquiries.