

REQUEST FOR QUOTATION (RFQ)

DATE:	27/3/ 2023
REFERENCE	HFN/MPD/RFQ/001
HFN PROJECT	Development of HFN Membership & Marketplace Portal/Platform

Dear Sir / Madam:

We kindly request you to submit your quotation for development of an integrated membership, knowledge management and E-commerce platform.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

Expected Delivery Date <i>if delivery time exceeds this, quote may be rejected by HFN</i>	The E-commerce shall be developed and launched within 12 weeks upon signing of the contract
Delivery Schedule	<ol style="list-style-type: none"> 1. Agree Functional requirements and signoff - 1 week 2. Agree Design and sign-off - 2 weeks 3. Commence Development - 4 weeks (provide weekly updates) 4. Feedback pre-UAT - 1 week 5. Commence UAT - 2 weeks 6. Complete and hand over - 2 week
Preferred Currency of Quotation	<p><u>Local Currency: Naira</u></p> <p>To facilitate conversion and comparison of bids expressed in other currencies Naira Official Rate of Exchange will be used.</p>
Deadline for the Submission of Quotation	27th March 2023
All documentations, shall be in this language	English
Documents to be submitted	<ul style="list-style-type: none"> • Company Profile, Address; Contact Info • Copies of CAC documents • Company Track Record – Experience in works of a similar nature (minimum 2 similar projects developed); • Delivery Schedule • Price Schedule



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	<ul style="list-style-type: none"> Three (3) reference letters from previous contractors regarding the similar tasks performed.
Payment Terms	Payment shall be made in installments
Evaluation Criteria	Technical responsiveness/Full compliance to requirements and lowest price Full acceptance of the Contract General Terms and Conditions
HFN will award to:	One and only one supplier
Type of Contract to be Signed	Institutional Service Contract
Special Conditions of Contract	Cancellation of Contract if the delivery/completion is delayed by 30 (thirty) days.
Conditions for Release of Payment	Completion of services based on full compliance with contract requirements; Written Acceptance of services, signed by Project Manager. Final payment will be made upon successful launch of the application
Annexes to this RFQ	Terms of Reference (Annex 1) General Terms and Conditions (Annex 2)
Contact Person for Inquiries (Written inquiries only)	To: info@hfnigeria.com Copy: ujedoegwuda@yahoo.com

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by HFN after it has received the quotation.

HFN is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

HFN implements a zero tolerance on fraud and other proscribed practices.

Thank you and we look forward to receiving your quotation.

Sincerely,
Healthcare Federation of Nigeria (HFN)

Annex I

TERMS OF REFERENCES (TOR)

Job title: Development of HFN Membership & Marketplace Portal/Platform

The Marketplace would have a complex web and a mobile application and be able to carry out operations management, sales management, and finance management.

Both applications would comprise of the following modules

- i Authentication/authorization module.
- ii Transaction module
- iii Payment module
- iv An automated administrative tool
- v Knowledge Management Tool
- vi Supplier / Vendor Management
- vii Advertising capability
- viii Data analytics and Automated report generation
- ix Other API addons as required

We also require the following

- i HFN website
- ii Software maintenance and management



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Annex 2

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall affect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions.

2. PAYMENT

HFN shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice.

3. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date stipulated in this Purchase Order, the Supplier shall immediately consult with HFN to determine the most expeditious means for delivering the goods

4. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is working on a project for HFN without specific permission of HFN in each instance.

5. NON-DISCLOSURE AGREEMENT

The supplier shall be required to sign a non-disclosure agreement to ensure that any Confidential Information disclosed to the recipient in connection with the proposed business remains confidential and is not used by the recipient for any purpose other than the proposed business.