



REQUEST FOR QUOTATION (RFQ) FOR THE RENOVATIONS AND PARTITIONING OF HFN SECRETARIAT

1. The HFN Secretariat is located on the 3rd Floor, 109, Awolowo Way, Ikoyi, Lagos. The secretariat has a gross floor area (GFA) of 150sqm².
2. HFN Secretariat invites quotations from suitable firms for the renovations and partitioning, as described in Part 1 (Requirement Specifications) of the Request for Quotation (RFQ).
3. Please take note that Annex A (Price Schedule), Annex B (Corporate Profile and Track Record), and any other relevant documents should be submitted to info@hfnigeria.com. All documents should be submitted by 5:00 pm on Friday 2 February 2024 (Nigerian time).
4. There will be a mandatory briefing and site show round at 12:00 noon on Wednesday, 31 Jan 2024 at the HFN Secretariat located on the 3rd Floor, 109, Awolowo Way, Ikoyi, Lagos. Please confirm your attendance for this briefing via email to info@hfnigeria.com. Please provide the following details in the email for us to arrange the necessary security clearance: a) Name of Company: b) Name of Attendees: c) Designation of Attendees: d) Contact Number of Attendees:
5. All enquiries regarding this RFQ should be made latest 5:00 pm on Wednesday, 31 Jan 2024 via email to info@hfnigeria.org

REQUIREMENT SPECIFICATIONS

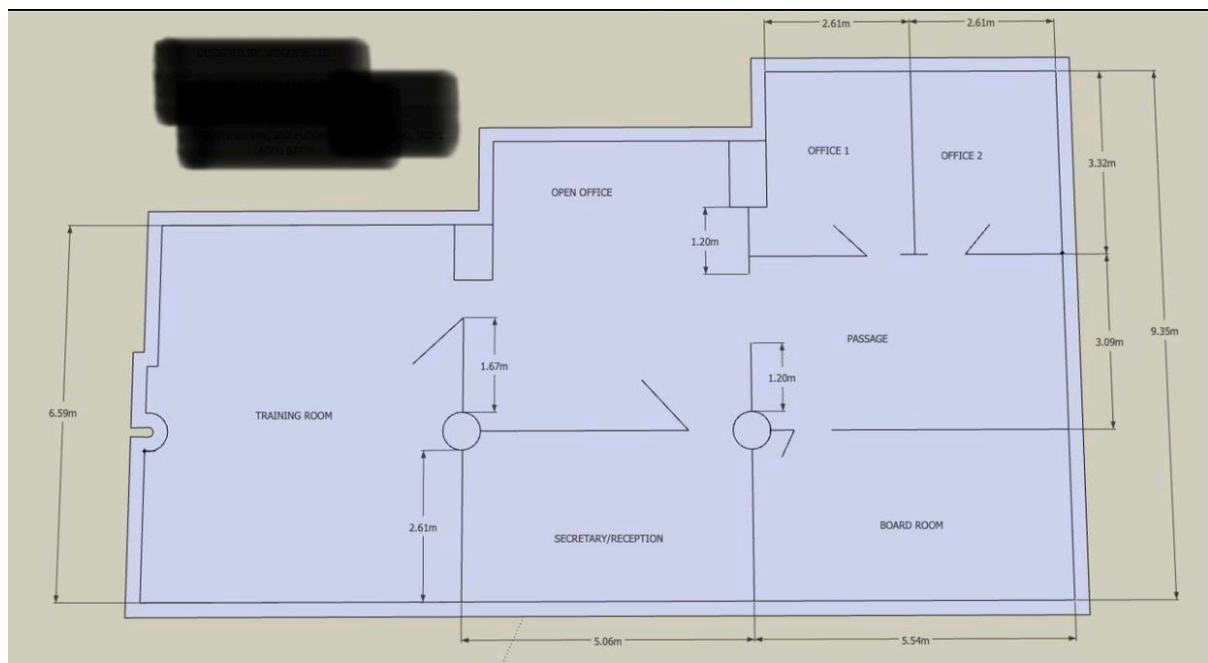
1. ABOUT HFN AND HFN SECRETARIAT

The Healthcare Federation of Nigeria (HFN) is the unifying force for private healthcare stakeholders in Nigeria. As a non-partisan, non-profit organisation, we aim to advocate and amplify our members' collective voices to advance healthcare in Nigeria. Our core pillars are Advocacy, Business Growth, and Facilitating Access to Healthcare Financing. Throughout our existence, we've been unwavering in ensuring access to safe, top-quality healthcare for all Nigerians. HFN brings together diverse private-sector healthcare professionals and groups, including doctors, pharmacists, nurses, radiologists, pharmaceutical manufacturers, medical equipment manufacturers, importers, and more. Our commitment is to foster collaboration and drive positive change in Nigeria's healthcare sector and achieve Universal Health Coverage (UHC) for all Nigerians. The Healthcare Federation of Nigeria (HFN) secretariat is located on the 3rd Floor, 109, Awolowo Way, Ikoyi, Lagos. The Secretariat is where the day-to-day activities of the organisation are undertaken.

2. OBJECTIVE

2.1 The objective of this RFQ is to invite quotations from suitable firms to renovate and partition the 150sqm² according to the operational requirements of the Secretariat.

2.2 Floor Plan:



3. SCOPE OF SERVICE AND DELIVERABLES

3.1 The scope of service which contractors are invited to submit under this quotation is as follows:

ACTIVITY DELIVERABLES	
SCOPE OD SERVICE	DELIVERABLES
Renovation of Toilet <ul style="list-style-type: none">- Change of toilets seats- Wash hand basin- Tiling	Meet the operational requirements
Partitioning of office space to provide: <ul style="list-style-type: none">- Training room- 2 separate offices- Boardroom- Open workspace	a) Propose layout plan that meets the operational requirements b) Implement partitioning works aligned with approved floor plan
Renovation of Office space which includes: <ul style="list-style-type: none">- Screeding and painting- Wiring and electrical fittings- Cooling systems	a) Propose layout plan that meets the operational requirements b) Implement renovation works aligned with approved floor plan
Kitchenette, cabinet & Reception console	a) Propose layout plan that meets the operational requirements b) Implement construction works aligned with approved floor plan

4. CONTRACT PERIOD

Renovation and Partitioning works will commence, and all deliverables as stated within 3 weeks, from the date of the signing of the Contract by both parties.

5. CONTRACTOR CREDENTIALS

5.1 The Contractor shall have a proven track record in office space renovation and partitioning works, as well as management of renovation works, of comparable scale.

5.2 The Contractor should include in Annex B, their Corporate Profile and Track Record, stating its year of establishment, and highlighting a minimum of three (3) related projects (with brief scope of work and photos of completed projects) in the last five (5) years. The Contractor shall furnish three (3) client references and contacts. As well as a Tax Clearance Certificate.

6. MANDATORY BRIEFING AND SITE SHOW ROUND

6.1 A briefing and site showround will be held at noon on Wednesday, 31 Jan 2024 at the HFN Secretariat located on the 3rd Floor, 109, Awolowo Way, Ikoyi, Lagos. Please confirm your attendance for this briefing via email to info@hfnigeria.com. Please confirm your attendance for this briefing via email to info@hfnigeria.com. Representatives are to print and bring along the RFQ document. Please limit the number of representatives to two persons per company.

7. SUBMISSION FORMAT

Annex	Document
A	Price Schedule

	<ul style="list-style-type: none"> • Price Schedule based on the scope of work and deliverables outlined in Paragraph 4. • The prices are to be quoted in Naira and deemed to cover all costs including manpower costs, supply of materials, transport, VAT, delivery. No further charges should be incurred for the provision of the required services.
B	Corporate Profile and Track Record <ul style="list-style-type: none"> • Corporate Profile and Track Record as described in Para 6. • Description of the Corporate Profile and relevant capabilities and services that the Contractor can provide for the purpose of this RFQ. • Tax Clearance Certificate

8. CONFIDENTIALITY OF INFORMATION

The Contractor should undertake not to divulge or circulate all confidential information provided by the HFN Secretariat to any third party not associated with this RFQ process. There should be no photography and video taking of any part of the HFN Secretariat Building without the clear consent of the Secretariat.

9. PAYMENT SCHEDULE

The payment schedule (based on milestone deliverables) will be according to the table below, subject to the delivery of goods and services to the satisfaction of the HFN Secretariat.

Milestone Deliverable	% of total renovation/partitioning cost
Signing of contract	60% of quote
Final Handover	40% of quote

10. AGREEMENT AND AWARD

10.1 The HFN Secretariat reserves the right to reject quotations not submitted in accordance with the Requirement Specifications of this RFQ.

10.2 The HFN Secretariat reserves the right not to accept incomplete quotations.

11. VALIDITY PERIOD

Quotation submitted will remain valid for acceptance for a period of 30 calendar days from the closing date of the RFQ. Should the HFN Secretariat seek clarification on any aspect of the quotation submission, the Contractor is required to provide a written response to the HFN Secretariat within three (3) working days.