



# Caritas NIGERIA

## Catholic Secretariat of Nigeria

Registered Name: Catholic Caritas Foundation of Nigeria

Member of Caritas Internationals

**HEAD OFFICE:**  
Catholic Secretariat of Nigeria  
Plot 459 Cadastral Zone B2  
Durumi 1, P.O. Box 11253,

**BENIN OFFICE:**  
30 Airport Road,  
PDPC Benin  
Provincial Office  
Complex, Edo State

**DELTA OFFICE:**  
No. 21 Bishop Nwosu Street  
GRA Asaba,  
Delta State.

**ENUGU OFFICE:**  
20A Ishielu Street,  
Independence Layout,  
Enugu State

**OWERRI OFFICE:**  
Plot 113, House Area B,  
New Owerri,  
Imo State.

**OGOJA OFFICE:**  
No. 3 Stadium Road,  
Ogoja,  
Cross River State

**CONTACT INFO**  
Phone: +  
Twitter: @CCFNigeria  
[www.facebook.com/CaritasNigeria](http://www.facebook.com/CaritasNigeria)  
Email: [info@ccfn.org](mailto:info@ccfn.org)  
[www.caritasnigeria.org](http://www.caritasnigeria.org)

### REQUEST FOR QUOTATION

**DATE:** MARCH 1, 2019  
**TO:** THE INTERESTED  
**SUBJECT:** PRINTING OF MONITORING AND EVALUATION TOOLS FOR CARITAS NIGERIA

**REFERENCE NO:** CCFN/4GATE117/03/19

**OPENING DATE:** 1<sup>ST</sup> MARCH, 2019

**CLOSING DATE:** 8<sup>TH</sup> MARCH 2019

Dear Sir/Madam,

Catholic Caritas Foundation of Nigeria (CCFN) is printing Monitoring and Evaluation Tools for Caritas Nigeria's 4GATES Project.

We now call for two (2) separately sealed Technical and Financial bids.

#### Scope

As advertised in the Guardian Newspaper of March 1, 2019, printing includes tools such as registers, A4, Carbonized forms and cards. The tools are listed in the table below. We request that you give us your best offer on or before 2pm Friday 8<sup>th</sup> March, 2019.

Delivery of all printed tools shall be within 3 weeks from the date of award.

S/N	DESCRIPTION	QTY	UNIT OF MEASURE	SPECIFICATION
	<b>PATIENT MANAGEMENT AND MONITORING FORMS (PMM)</b>			
1	Paediatric Initial Clinical Evaluation Form	100	Form	50 Pages with carbonized duplicates
2	Adult Initial Clinical Evaluation	300	Form	50 Pages with carbonized duplicates
3	Combined Pharmacy Order Form	700	Form	50 Pages with carbonized duplicates

Trustees: Most Rev. Dr. Felix Alaba Job, Most Rev. Dr. Ignatius Kaigama, Most Rev. Dr. Alfred Adewale Martins

Most Rev. Augustine Akubeze, Most Rev. Lucius Ugorji, Most Rev. Camillus Umoh

Directors: Most Rev. Matthew Man-Oso Ndagoso (Chairman), Most Rev Peter Okpaleke, Rev. Fr. Zachariah Samjumi (Secretary General, CSN),

Rev. Fr. Uche Obodochina (Executive Director/Board Secretary), Dr. Mrs. Ann Osakwe, Barr. Agbonhese, Michael Magaji, Dr Emmanuel Umoh, Dr. John Ayuba, Dr. Mrs. B. Akinji, Dr. Emmanuel Ukeje.

4	ART Care Card	7000	Card	Thick A3 Cards
5	Client Tracking and Termination Form	100	Form	50 Pages with carbonized duplicates
6	HIV Care & Treatment Transfer Form	60	Form	50 Pages with carbonized duplicates
7	Lab Order & Result Form	500	Form	50 Pages with carbonized duplicates
8	Viral Load Order & Result Form	600	Form	50 Pages with carbonized duplicates
9	ART Monthly Summary Form	40	Form	50 Pages with carbonized duplicates
10	Client Referral Form	200	Form	50 Pages with carbonized duplicates
11	Daily HIV and Syphilis Test Worksheet	400	Form	50 Pages with carbonized duplicates
12	HIV Testing Services Client Intake Form	2000	Form	50 Pages with carbonized duplicates
13	HIV Pre-Test Screening Tool (Risk profile form)	2000	Form	50 Pages with carbonized duplicates
14	HIV testing Services Request and Result Form	2000	Form	50 Pages with carbonized duplicates
15	HTS Monthly Summary Form	40	Form	50 Pages with carbonized duplicates
16	National PMTCT Monthly Summary Form	40	Form	50 Pages with carbonized duplicates
17	PMTCT Maternal Cohort Reporting Form	80	Form	50 Pages with carbonized duplicates
18	HIV-Exposed Infant Birth Cohort Reporting Form	80	Form	50 Pages with carbonized duplicates
19	Gender Based Violence Consent Form For Release Of Information	80	Form	50 Pages with carbonized duplicates
20	Indexing & Contact Tracing Form (Sexual Network Testing)	1500	Form	50 Pages with carbonized duplicates
21	Indexing & Contact Tracing Form (Genealogy)	1500	Form	50 Pages with carbonized duplicates
22	Clinical TB Symptoms checklist	200	Form	50 Pages with carbonized duplicates

23	GBV Screening Form	150	Form	50 Pages with carbonized duplicates
24	Patient Monitoring Card	300	Card	Thick A4 card
	<b>PATIENT MANAGEMENT AND MONITORING REGISTERS (PMM)</b>	<b>QTY</b>	<b>UNIT OF MEASURE</b>	<b>SPECIFICATION</b>
1	Enrollment Register (HIV Care Enrollment Register)	50	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
2	Pharmacy Daily Worksheet	250	Register	70 Leaves with 20 entries per page across 2 pages (Hard Cover)
3	ART Register	100	Register	70 Leaves with 20 entries per page across 2 pages (Hard Cover)
4	Client Tracking Register (HIV Care & Treatment Client Tracking Register)	150	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
5	HIV Care & Treatment Client Transfer Register	50	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
6	HTS Register	200	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
7	Referral Register	50	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
8	Post Exposure Prophylaxis Register	50	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
9	General Antenatal Register	200	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
10	Partner Register	50	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
11	National PMTCT Child Follow-up Register	60	Register	70 Leaves with 20 entries per page across 2 pages (Hard Cover)
12	National PMTCT Delivery Register	60	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
13	National PMTCT HTS Register	200	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
14	National PMTCT Maternal Cohort Register	50	Register	70 Leaves with 20 entries per page across 2 pages (Hard Cover)
15	Genealogy Network Testing Tracking Register	100	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
16	Index Network Testing Tracking Register (Social Partners)	100	Register	70 Leaves with 20 entries per page front and back (Hard Cover)

17	PLHIV-Presumptive TB Diagnostic Evaluation and Treatment Register	50	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
18	INH-Prophylaxis Register for PLWHAs With no Active TB	50	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
19	HIV positive linkage register	100	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
20	Post-Gender Based Violence Care Register	80	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
21	Caritas Nigeria Technical Assistance Visit Register	200	Register	70 Leaves with 20 entries per page across 2 pages (Hard Cover)
22	Enhanced Adherence Counselling Register	200	Register	70 Leaves with 20 entries per page across 2 pages (Hard Cover)
23	Differentiated Model of Care Register	200	Register	70 Leaves with 20 entries per page front and back (Hard Cover)
24	Appointment Dairy	200	Register	70 Leaves with 20 entries per page front and back (Hard Cover)

**Validity**

Vendor proposals shall remain valid for 20 calendar days from the deadline for receipt of quotations.

Please note that CCFN reserves the right to reject part or all of any submitted bids that does not meet prescribed requirements.

5% WHT will be charged to the total amount of the selected bid.

Thank you for your participation in this bid.

Yours faithfully



Ujunwa Ezike  
Procurement Unit  
08036424554