



Request for Quotation

HEALTH POVERTY ACTION (HPA)
Burao Town, Togdheer region Somaliland

26th October 2020

To: Bidder

Request for Quotation No. SOM-SHINE-LOT4-040210-3
Description of items Client Satisfaction Survey for SHINE Supply Health and Nutrition programme

Dear Sir/Madam:

Health Poverty Action (HPA) with funding from the DFID seeks to hire a consultant for a period of no more than 15 working days to undertake a Client Satisfaction Survey for SHINE Supply Health and Nutrition programme.

Proposals should be sent to consultancies@healthpovertyaction.or.ke and should reach us by 1700Hrs (EAT) on **9th November 2020**. Please specify the RFQ number on the email subject line i.e., SOM-SHINE-LOT4-040210-3

You quotation should be submitted as per the following instructions.

- a) Prices: The prices should be quoted for undertaking the client satisfaction survey as specified in the ToR in \$ US Dollars.
- b) Evaluations of Quotations: Proposals will be evaluated based on methodology approach and, consultant's qualifications and expertise. Offers determined to be substantially responsive to the technical specifications will be evaluated, in part, by comparison of their prices.
- c) The delivery lead time may also be a consideration in the contract award.
- d) Award of Purchase Order: The contract award will be made to the bidder offering the best value for money (not necessarily the lowest price). The successful bidder will sign a Contract (Purchase Order) as per the attached HPA General Conditions of Contract for Procurement of Goods and must also sign and uphold the HPA Code of Ethics.
- e) Validity of the Offer: Your quotation should be valid for a period of **30 days** from the deadline for receipt of the quotation. HPA will attempt to notify all suppliers of the outcome of their Quotations by **30th November 2020**.

All enquires and questions should be addressed in writing to: b.yego@healthpovertyaction.or.ke. For all correspondence, please specify RFQ number SOM-SHINE-LOT4-040210-3 on the email subject line

Under HPA's Code of Ethics Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. HPA will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Please refer to the ToR for the documents to include in your bid submission

Yours sincerely

Boniface Yego
Team leader