

Request for quotation.



Request for quotation (RFQ) number: **2024-006**.

For: Printing of Vaccination Cards for PATH Ethiopia Office.

1. Summary of deadlines

Release of RFQ	7 th February, 2024
Confirmation of interest due	13 th February, 2024
Deadline for suppliers to seek clarifications	14 th February 2024
Responses provision to suppliers from PATH	16 th February 2024
Quotations due	19 th February, 2024
Bidders notified of decision	26 th February, 2024

Note: PATH reserves the right to modify this schedule as needed. All parties will be notified simultaneously by email of any changes.

2. PATH statement of business

PATH is a global nonprofit dedicated to a mission to advance health equity through innovation and partnerships. With more than 40 years of experience forging multisector partnerships, and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world's most pressing health challenges. Learn more at www.path.org.

3. Purpose of the request for quotations

This Request for Quotation seeks to issue a purchase order/ contract to a successful vendor (or vendors) who will demonstrate capability, capacity, expertise, experience, and good value for money to PATH. The details of the requirements are herein under as well as contents of Clause 4 in this document.

- Deliverables: Printing Services.
- Specifications: Printing Of Vaccination Cards.
- Timeline: By End of February 2024.

4. Quotation requirements, pricing, and costs

Please insert your costs in the table below. The costs should be broken down into components and include a full description of each component and its associated time and costs.

Item No.	Specification	UOM	Qty	Unit Price	Total Price
1	HPV Vaccination Card - Amharic - Paper Size A5 - Paper Type 150gm, card color/Pink/Blue - Black and while printing- both sided pages	Pcs	841,842		
2	HPV Vaccination Card - Afan Oromo - Paper Size A5 - Paper Type 150gm, card color/Pink/Blue - Black and while printing- both sided pages	Pcs	523,754		
3	HPV Vaccination Card - Tigregna - Paper Size A5 - Paper Type 150gm, card color/Pink/Blue - Black and while printing- both sided pages	Pcs	78,390		
4	HPV Vaccination Card - Somali - Paper Size A5 - Paper Type 150gm, card color/Pink/Blue - Black and while printing - both sided pages	Pcs	53,634		
5	HPV Vaccination Card - Afarigna - Paper Size A5 - Paper Type 150gm, card color/Pink/Blue - Black and while printing -both sided pages	Pcs	28,365		
6	Delivery Costs to Adiss Ethiopia (If applicable)				
7	Tax				
	Grand Total				
	Please Indicate your Delivery time				
	Payment terms				
	Refer to the attachments below:				

Provide the following information:

- Overview of the company
- Number of years in business.
- Annual revenue.
- Legal documents eg, trading license, certificate of incorporation/Registration, Tax Registration.

- If your company has more than one location, please indicate these qualifications for the site that is responding.
- Two references for printing businesses and their contact details.
- Printed Samples of the material will be required from the selected suppliers.

5. Instructions for responding.

A. PATH contacts

Technical/Program contact: **Kidist Mulugeta; kwondimu@path.org**

Procurement contact: **Jennifer Akello; jakello@path.org**

B. Confirmation of interest

Please send a statement acknowledging receipt of this solicitation and your intent to respond or not respond no later than 16th February 2024. Send the confirmation to the contacts listed above.

C. Quotations due: 19th February 2024.

Completed quotations should be submitted by email to the contacts listed above. The subject line of the email should read: **RFQ #2024-006; Your Company Name.**

D. Conclusion of process

Applicants will be notified of PATH's decision by 26th February 2024. Final award is subject to the terms and conditions included in this solicitation, as well as successful final negotiations of all applicable terms and conditions affecting this work.

6. Terms and conditions of the solicitation

A. Notice of nonbinding solicitation

PATH reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal.

B. Confidentiality

All information provided by PATH as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, PATH will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential, except as otherwise noted.

C. Conflict of interest disclosure

Suppliers bidding on PATH business must disclose, to the procurement contact listed in the RFQ, any actual or potential conflicts of interest. Conflicts of interest could include a personal relationship with a PATH staff member that constitutes a significant financial interest; board memberships or other employment; and/or ownership or rights in intellectual property that may be in conflict with the supplier's obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. When necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal. All communications regarding this solicitation shall be directed to appropriate parties at PATH indicated in Section 5 A.

D. Acceptance

Acceptance of a proposal does not imply acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We also reserve the right to negotiate the substance of finalists' proposals, as well as the option of accepting partial components of a proposal if appropriate.

E. Proposal validity

Proposals submitted under this request shall be valid for 90 days from the date the proposal is due. The validity period shall be stated in the proposal submitted to PATH.