



# Caritas NIGERIA

## Catholic Secretariat of Nigeria

Registered Name: Catholic Caritas Foundation of Nigeria

Member of Caritas Internationals

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### REQUEST FOR QUOTATION

**DATE:** MARCH, 2022  
**TO:** THE INTERESTED  
**SUBJECT:** PRINTING  
**REFERENCE NO:** CCFN/4GATE/627/3/2022  
**OPENING DATE:** MARCH 25, 2022

**CLOSING DATE:** MARCH 30, 2022

Dear Sir/Madam,

Catholic Caritas Foundation of Nigeria (CCFN) is requesting for quote for the items listed below.

We request that you send in your quote by 10am, March 30 th, 2022. [Via procurement@ccfn.org](mailto:via_procurement@ccfn.org)

Delivery of the Job shall be within 10 Days from the date of award.

	PATIENT MANAGEMENT AND MONITORING FORMS (PMM)	Quantity earlier requested	Paper / Media type	No of sheets/pages	Size and orientation of paper after printing	Cover (front and back) hard/soft	Type of binding to be used	Cover Color
1	National PMTCT monthly summary form - in duplicate (white, pink)	210	Legal/A4	single page	70 grams	50 of 100	Soft cover with coat of arm	White
2	PMTCT maternal cohort reporting form	210	Legal/A4	single page	70 grams	Single - soft - (50 sheets)	Soft cover with coat of arm	White
3	HIV exposed infant cohort reporting form	210	Legal/A4	single page	70 grams	Single - soft - (50 sheets)	Soft cover with coat of arm	White
4	General ANC register	480	A3 landscape	single page	80 grams	50	Hard with coat of arm	Nigeria Green
5	National PMTCT HTS register	480	A3 landscape	single page	80 grams	50	Hard with coat of arm	Nigeria Green
6	National PMTCT Maternal cohort register	320	A3 landscape	Front and back (left to right)	80 grams	50	Hard with coat of arm	Nigeria Green

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.

7	National PMTCT child follow up register	320	A3 landscape	Front and back (left to right)	80 grams	50	Hard with coat of arm	Nigeria Green
8	National PMTCT Delivery register	320	A3 landscape	single page	80 grams	50	Hard with coat of arm	Nigeria Green
9	Enrollment register	480	A3 landscape	single page	80 grams	50	Hard with coat of arm	Nigeria Green
10	Enrollment form	5000	Legal/A4	single page	70 grams	50 of 100	Soft cover with coat of arm	White
11	Paediatric initial clinical evaluation form	400	Legal/A4	single page	70 grams	Single - soft - (50 sheets)	Soft cover with coat of arm	White
12	Adult initial clinical evaluation form	1000	Legal/A4	single page	70 grams	Single - soft - (50 sheets)	Soft cover with coat of arm	White
13	Combined Pharmacy Order Form - In duplicate (white, pink)	5000	Legal/A4	single page	70 grams	50 of 100	Soft cover with coat of arm	White
14	ART Care card	30000	A3 landscape	Centre spread		1 sheet printed front and back	Hard with coat of arm	Manilla card - buff colour
15	Client tracking and termination form	1500	Legal/A4	single page	70 grams	Single - soft - (50 sheets)	Soft cover with coat of arm	White
16	Viral load order and result form	4000	A5 Landscape	single page	70 grams	Single - soft - (50 sheets)	Soft cover with coat of arm	White
17	Enhanced Adherence Counseling form	2000	Legal/A4	Double pages	70 grams	Single - soft - (50 sheets)	Soft cover with	White

							coat of arm	
<b>18</b>	HIV testing services client intake form	4000	Legal/A4	single page	70 grams	Single - soft - (50 sheets)	Soft cover with coat of arm	White
<b>19</b>	HIV testing services request and result form	4000	Legal/A4	single page	70 grams	Single - soft - (50 sheets)	Soft cover with coat of arm	White
<b>20</b>	PLHIV presumptive TB screening (IPT) monitoring tool	10000	Legal/A4	single page	70 grams	Single - soft - (50 sheets)	Soft cover with coat of arm	White
<b>21</b>	Client tracking register	400	A3 landscape	single page	80 grams	100	Hard with coat of arm	Nigeria Green

**Validity**

Vendor proposals shall remain valid for 30 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



Ogboji Ann  
Procurement Unit