REQUEST FOR QUOTATION (RFQ)

RFP-STRIDES FY27-031

RFQ INFORMATION	DETAILS
Solicitation title	Request for Quotation (RFQ) for the Supply and Delivery of Pharmaceutical Products under the STRIDES Project
Issue date	23 October 2026
Deadline for clarification questions	28 October 2026, 3 PM Cameroon time (WAT)
Quotation submission deadline	30 October 2026, 5 PM Cameroon time (WAT)
Extended submission deadline	16 November 2026, 5 PM Cameroon time (WAT)
clarification email	Cameroon.Procurement@fhi360.org
Submission email	Cameroon.quotations@fhi360.org

1. Background

FHI 360 is a global nonprofit organization dedicated to improving lives through evidence-based, locally driven development solutions. Through its EpiC (Meeting Targets and Maintaining Epidemic Control) and STRIDES (Strengthening Infectious Disease Detection Systems) projects in Cameroon, FHI 360 supports efforts to strengthen health systems and improve health outcomes.

To support the implementation of program activities under the STRIDES project, FHI 360 Cameroon intends to procure pharmaceutical products in accordance with the specifications outlined in this Request for Quotation (RFQ). As such, FHI 360 hereby invites qualified, licensed, and legally registered pharmaceutical suppliers, distributors, and wholesalers to submit quotations for the supply and delivery of the required pharmaceutical products.

The selected supplier shall be responsible for providing quality-assured pharmaceutical products that meet the required technical specifications, regulatory standards, and delivery timelines. Suppliers must demonstrate the capacity to supply authentic products, maintain appropriate storage and handling conditions, and provide all necessary documentation required for regulatory compliance.

FHI 360 seeks a supplier that demonstrates professionalism, reliability, product quality, competitive pricing, and the ability to ensure timely delivery.

The issuance of this RFQ does not constitute a commitment by FHI 360 to award a contract or enter into any agreement. FHI 360 reserves the right to accept or reject any quotation, request additional information from bidders, negotiate with one or more bidders, or cancel the procurement process at any stage without incurring any liability or obligation to any bidder.

FHI 360 is a nonprofit human development organization dedicated to improving lives in a long way by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research, and technology, creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states, and all U.S. territories.

2. Description of Commodities needed

As part of the implementation of one of our health programs, we invite qualified pharmaceutical suppliers and distributors operating in Cameroon to submit quotations for the supply and delivery of the pharmaceutical products and medical commodities listed below.

N°	Item Description	Unit	Quantity Needed
1	Paracetamol, 500 mg tablets	Box/100	9
2	Paracetamol, 1 g/100 mL, 100ml infusion bottles	Pack/10	5
3	Ibuprofen, 400 mg tablets	Box/100	2
4	Ibuprofen, 400 mg/100 mL, 100ml infusion bottles	Pack/10	5
5	Diclofenac, 75 mg/3 mL, 3ml ampoules	Pack/10	5
6	Diclofenac, 50 mg tablets	Box/100	3
7	Tramadol, 100 mg/2 mL, 2ml ampoules	Pack/6	60
8	Tramadol, 50 mg tablets	Box/100	10
9	Aluminum hydroxide, 400 mg tablets	Box/100	3
10	Ranitidine, 150 mg tablets	Box/100	3
11	Ranitidine, 50 mg/2ml, 2ml ampoules injection	Pack/10	10
12	Omeprazole, 20 mg capsules	Box/100	3
13	Omeprazole, 40 mg/mL injection	Pack/10	5
14	Metopimazine, 15 mg capsule	Box/100	3
15	Metopimazine, 10 mg/mL injection	Pack/10	10
16	Ondansetron, 8 mg tablets	Box/20	5
17	Dexamethasone, 4 mg/mL injection	Pack/10	8
18	Dexamethasone, 4 mg tablets	Box/100	3
19	Loratadine, 10 mg tablets	Box/100	3
20	Promethazine syrup 5mg/5ml, 150ml bottle	bottle	13
21	Amoxicillin + Clavulanic acid, 500 mg capsules	Pack/24	50
22	Amoxicillin + Clavulanic acid injection, 1 g bottle	Pack/10	50
23	Cloxacillin, 1 g injection bottle	Pack/10	10
24	Fucidin 2%, ointment, 15g tube	bottle	10
25	Erythromycin 4%, lotion, 100ml bottle	bottle	50
26	Tetracycline ophthalmic ointment 1%, 5g tube	Unit	25
27	Glucose solution 5%, 500 mL bottle	Pack/10	20
28	Chlorhexidine 2% in 70% isopropyl alcohol, 100ml bottle	bottle	25
29	Catheters G18, G20, G22, G24	6 for each size	25
30	Syringes 2 mL, 5 mL, 10 mL	Box/100	2
31	Infusion sets	Box/25	50

Note: The quantities indicated are based on the pack sizes listed in the table. Vendors may propose alternative packaging configurations that are commercially available, provided that the total quantity supplied is equivalent to the quantity requested for each item. Example: Paracetamol 500 mg tablets, Unit: Box/100, Quantity Needed: 9, corresponds to a total requirement of 900 tablets. Suppliers may quote alternative pack sizes provided the total number of tablets supplied is at least 900.

3. Supplier instructions and quotation format

Interested suppliers are requested to submit their quotations:

Submission Instructions

- Submit your proposal by email to **cameroon.quotations@fhi360.org** before the deadline stated above.
- Use the following email subject line: "***RFQ FY27 STRIDES_031 – Request for Quotation (RFQ) for the Supply and Delivery of Pharmaceutical Products under the STRIDES Project"***
- Proposed pricing, and any other applicable costs, must remain valid for at least **thirty (30) calendar days** from the submission deadline. Bidders should clearly state any assumptions, exclusions, and proposed payment terms.
- Late submissions may be rejected. It is the bidder's responsibility to ensure that the complete proposal is received before the submission deadline.
- Requests for clarification must be submitted in writing to **Cameroon.procurement@fhi360.org**. Any responses, amendments, or addenda that may affect all prospective bidders will be communicated through the appropriate procurement clarification process.

4. Required Documentation and Supplier Requirements

Interested vendors must meet the following requirements.

A. Administrative, Legal, and Qualification Documents

- A completed and signed quotation on the supplier's official letterhead, including the legal company name, physical address, contact details, and authorized representative.
- Valid Business Registration Certificate.
- Valid Tax Compliance Certificate.
- Valid Pharmaceutical Wholesale/Distribution License and any other applicable permits or authorizations required by the relevant regulatory authorities.
- Bank Account Details.
- At least three (3) references from clients for whom similar pharmaceutical products and/or medical commodities have been supplied within the last three (3) years.
- Any additional documentation demonstrating the supplier's experience, qualifications, quality assurance systems, storage capacity, and ability to supply pharmaceutical products.

B. Technical and Operational Requirements

Suppliers shall possess the technical and operational capacity necessary to supply the requested pharmaceuticals and medical commodities. By submitting a quotation, the supplier confirms that it meets the following requirements:

- Operates a warehouse and storage facility suitable for the storage and distribution of pharmaceutical products.
- Maintains adequate cold-chain storage capacity, where applicable.
- Has sufficient distribution and delivery capacity to ensure timely and secure delivery of products.
- Can indicate the manufacturer and country of origin for each pharmaceutical product offered.
- The proposed products have a minimum remaining shelf life of twelve (12) months at the time of delivery.
- Can provide batch-specific Certificates of Analysis (CoAs) for supplied pharmaceutical products upon request.
- Maintains quality assurance systems and procedures appropriate for pharmaceutical procurement, storage, and distribution.

C. ***Mandatory Verification Visit***

As part of the evaluation process, FHI 360 reserves the right to conduct a physical inspection of the supplier's warehouse, storage facilities, cold-chain infrastructure (where applicable), quality management systems, and

distribution operations. The purpose of the inspection is to verify the supplier's technical and operational capacity as described in its quotation.

Participation in and successful completion of the site inspection is a mandatory requirement for award consideration. Suppliers shall grant FHI 360 or its designated representatives unrestricted access to relevant facilities, records, equipment, and personnel necessary to conduct the assessment.

Failure to facilitate the inspection, refusal to provide access, or identification of material discrepancies between the supplier's declared capabilities and actual conditions may result in disqualification from the procurement process.

D. Additional Requirements for the Preferred Supplier

Identification as the preferred supplier does not constitute a contract award. Prior to contract award and/or donor approval, the preferred supplier may be required to provide additional documentation and undergo a quality assurance assessment.

This may include, but is not limited to:

- Quality Manual and relevant Standard Operating Procedures (SOPs)
- Evidence that pharmaceutical products are sourced from Good Manufacturing Practice (GMP)-compliant manufacturers
- Certificates of Analysis for proposed pharmaceutical products
- Inspection and/or audit reports issued within the previous thirty-six (36) months
- Current photographs of the warehouse, storage facilities, cold-chain equipment, and distribution areas
- A Good Storage and Distribution Practices (GSDP) and/or Model Quality Assurance System (MQAS) assessment of storage and distribution facilities

Failure to satisfactorily demonstrate compliance with these requirements may result in disqualification and selection of another supplier.

E. Financial Proposal

The quotation must include:

- Unit price and total price for each item quoted.
- Applicable taxes and duties, if any.
- Total quotation value.
- A detailed Proforma Invoice.

F. Delivery, Payment, and Delivery Location

Suppliers shall indicate their proposed delivery lead time from receipt of the Purchase Order, payment terms and conditions, and any warranty or replacement arrangements for damaged, expired, defective, or non-conforming products, where applicable. The delivery location will be communicated to the successful supplier upon contract award.

5. Evaluation and award methodology

Evaluation will be conducted in a fair, transparent, documented, and comparative manner. FHI 360 may first assess quotations for mandatory eligibility, responsiveness, and compliance with the requirements of this RFQ. Quotations that fail to meet mandatory requirements may be disqualified in accordance with FHI 360 procurement procedures.

Evaluation Criteria	Weight
Administrative and Eligibility Compliance	10%
Compliance with Pharmaceutical Regulatory Requirements	15%
Compliance with Technical Specifications and Product Requirements	25%
Quality Assurance, Storage, and Distribution Capacity	20%
Supplier Experience and Past Performance	10%
Delivery Capacity and Lead Time	10%
Price Competitiveness and Value for Money	10%
Total scored criteria	**100%**

Evaluation Considerations

The evaluation will consider, among other factors:

- The supplier's legal eligibility and completeness of the required submission documents.
- Compliance with pharmaceutical regulatory requirements and possession of valid licenses, permits, and certifications.
- The extent to which the proposed pharmaceutical products meet the technical specifications and quality requirements outlined in this RFQ.
- Product quality, manufacturer credibility, country of origin, shelf life, and availability of supporting quality documentation.
- The supplier's warehousing, storage, cold-chain capacity (where applicable), quality assurance systems, and distribution capabilities.
- Demonstrated experience in supplying similar pharmaceutical products and medical commodities.
- The supplier's ability to meet the required delivery timelines and supply requirements.
- The competitiveness, reasonableness, and overall value for money of the proposed pricing.
- Findings from any pre-award site inspection or verification conducted by FHI 360.

FHI 360 may request clarifications from bidders where necessary, provided that such clarifications do not materially alter the substance of the quotation. Any arithmetic discrepancies may be addressed in accordance with FHI 360 procurement procedures.

Award may be given to the supplier whose quotation is determined to offer the best overall value for money and demonstrates the highest degree of compliance with the requirements of this solicitation. FHI 360 reserves the right to conduct site inspections, verify references, negotiate with the selected supplier, and accept or reject any quotation, in whole or in part, without incurring any obligation to any bidder.

6. General conditions and reservations

- Issuance of this RFQ does not constitute a commitment by FHI 360 to award a contract or purchase any goods.
- FHI 360 reserves the right, subject to applicable policies and law, to amend or cancel this RFQ, reject any or all quotations, waive minor irregularities where appropriate, request clarifications, verify supplier information, and make no award.
- FHI 360 may conduct due diligence or background checks on prospective suppliers, consistent with its policies.
- Costs incurred in preparing or submitting a quotation are the sole responsibility of the supplier.
- The selected supplier must comply with applicable laws, ethical business practices and FHI 360 supplier requirements, including any applicable safeguarding, anti-fraud, anti-bribery and conflict-of-interest requirements.


fhi360