REQUEST FOR PROPOSAL (RFP)

RFQ-EpiCFY27-026

RFQ INFORMATION	DETAILS
Solicitation title	Request for Quotation for Supply and Delivery of Office Equipment for FHI 360 Douala Office
Issue date	25 November 2026
Deadline for clarification questions	26 November 2026, 3 PM Cameroon time (WAT)
Quotation submission deadline	30 November 2026, 12 PM Cameroon time (WAT)
clarification email	Cameroon.Procurement@fhi360.org
Submission email	Cameroon.quotations@fhi360.org

1. Background

FHI 360 is a global nonprofit human development organization dedicated to improving lives through evidence-based, locally driven solutions. Through its projects in Cameroon, including the EpiC (Meeting Targets and Maintaining Epidemic Control) Project, FHI 360 supports the delivery of critical health interventions and program activities across the country.

To facilitate the effective implementation of project activities and strengthen operational efficiency, FHI 360 Cameroon intends to procure office equipment for its Douala office in accordance with the specifications outlined in this Request for Quotation (RFQ). The procurement includes office furniture and accessories required to support staff in the execution of project activities.

FHI 360 therefore invites qualified, legally registered, and experienced vendors specializing in the supply of office furniture, office equipment, and related accessories to submit competitive quotations for the items specified in this RFQ. Vendors must demonstrate the technical and financial capacity to supply quality products, provide after-sales support where applicable, and deliver the goods within the required timeframe.
The successful vendor shall be expected to provide durable and high-quality equipment that complies with the technical specifications outlined in this RFQ and all applicable regulatory and commercial requirements. FHI 360 seeks a supplier that demonstrates professionalism, reliability, responsiveness, competitive pricing, and a commitment to customer service.

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 clarification or 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.
Interested vendors are requested to submit both technical and financial quotations for the supply and delivery of the office equipment listed in this RFQ to the FHI 360 Douala Office.

2. Scope of Work

FHI 360 invites qualified and legally registered vendors to submit quotations for the supply and delivery of office equipment for the EpiC Project. The selected vendor shall supply equipment that fully meets the specifications outlined below and complies with applicable quality standards and regulatory requirements. The vendor shall also provide all relevant documentation, including warranty information (where applicable), delivery notes, and invoices

S/N	DESCRIPTION	QUANTITY	Delivery Location
1	**Work station chairs** • High back ergonomic office chair with headrest • Breathable black mesh backrest and headrest • Fabric-covered seat, high density elastic foam • Height-adjustable headrest • black Nylon Base • 5 rolling casters (360° swivel) • Seat width 50 to 56 cm • Seat depth 48 to 54 cm • Back height 58 to 70 cm (excluding headrest) • Colour: black 	1	**Douala Fhi360 office , Bonapriso**
2	**1. Single occupant desk** • Single occupant desk with drawer pedestal Length 120 to 160 cm • Depth 60 to 80 cm • Height 74 to 76 cm • Length 120 cm • Melamine-faced particle board with matching edge banding ; • Melamine panel legs (no metal frame) • Fixed, right side, 3 drawers with chrome metal handles ; • 1 drawer on the left side with lock and key • Open compartment, bottom left, for the computer tower • Cable grommet in desktop • Colour: wenge / dark walnut	1	**Douala Fhi360 office , Bonapriso**

			
3	**HDMI 2.1 Cable** • Certified Ultra High Speed HDMI 2.1 Cable, • 48 Gbps, • 4K a 120Hz / 8K@60Hz, HDR, eARC, • gold-plated connectors, • braided jacket, • length 5 m 	1	**Douala Fhi360 office , Bonapriso**
4	Ink for the printer CANON IR 2224 Reference C-EVX 42 (6908B002)		

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- Supply and Delivery of Office Equipment for FHI 360 Douala Office"***
- 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. Proposal Submission Requirements

Bidders shall submit:

- Valid business registration and tax compliance documents.
- A signed quotation indicating the total cost, including all applicable taxes and charges.
- Details and photographs of the proposed article(s).

5. Evaluation and award methodology

The evaluation will be conducted in four (4) stages and scored based on the criteria and weights outlined below. The contract will be awarded to the bidder whose quotation offers the best overall value for money, considering compliance, vehicle quality, experience, and price.

Responsive quotations will be evaluated based on the criteria and weightings specified below:

Evaluation Criteria	Weight
Compliance with RFQ requirements and completeness of quotation	25%
Validity and completeness of administrative and legal documents	20%
specifications, and supporting photographs	25%
Price competitiveness, relevant experience, and service capacity	30%
Total scored criteria	**100%**

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