REQUEST FOR QUOTATION (RFQ)

RFQ-ETRIDESFY27-033

RFQ INFORMATION	DETAILS
Solicitation title	Production of Ebola Awareness Communication Materials
Issue date	18 November 2026
Deadline for clarification questions	20 November 2026, 3 PM noon Cameroon time (WAT)
Quotation submission deadline	23 November 2026, 5 PM Cameroon time (WAT)
clarification email	Cameroon.Procurement@fhi360.org
Submission email	Cameroon.quotations@fhi360.org
Anticipated delivery period	Within 5 business days of purchase order/contract issuance, subject to confirmation in the quotation

1. Background

FHI 360 is a global nonprofit human development organization dedicated to improving lives through integrated, locally driven solutions. With more than 2,200 staff and experts working in over 60 countries, the organization leverages research, technical expertise, resources, and strategic partnerships to address development challenges and improve health and well-being.

Present in Cameroon since 2019, FHI 360 collaborates with the Government of Cameroon and other stakeholders to strengthen health systems, improve health outcomes, and enhance service delivery through the EpiC (Meeting Targets and Maintaining Epidemic Control) and STRIDES (Strengthening Infectious Disease Detection Systems) projects.

To support the implementation of Task 2.2.1b: Support the Development, Production, and Dissemination of Risk Communication Materials on Priority Diseases under the STRIDES Project**,** FHI 360 Cameroon invites qualified, legally registered, and experienced vendors to submit competitive quotations for the production and delivery of Ebola awareness communication materials. This procurement aims to strengthen public awareness, risk communication, and community engagement efforts related to Ebola prevention, detection, preparedness, and response.

2. Scope of Supply and Technical Requirements

FHI 360 Cameroon invites qualified and legally registered vendors to submit competitive quotations for the production and delivery of Ebola awareness communication materials under the STRIDES Project, in accordance with the specifications outlined in this Request for Quotation (RFQ). The materials will support risk communication, community awareness, and public health messaging on Ebola prevention and response under Task 2.2.1b: Support the Development, Production, and Dissemination of Risk Communication Materials on Priority Diseases Activities.

Suppliers shall quote each line item separately and clearly indicate:

- Unit price and total price.
- Quantity offered.
- Production timeline.
- Delivery timeline.
- Validity period of the quotation**.**
- Warranty or quality guarantee (where applicable).

- Relevant experience in similar assignments.
- Proposed methodology and workplan.
- Any value-added services offered.

All quotations must be accompanied by relevant supporting documentation, including:

- Company profile and registration documents.
- Portfolio of similar assignments completed within the last three years.
- Samples of previous communication materials, videos, or graphic design work.
- Description of production equipment and capabilities.
- References from previous clients, where available.

Where suppliers propose alternative formats, production approaches, or technical enhancements, such proposals must be clearly identified and accompanied by sufficient documentation demonstrating how they meet or exceed the requirements specified in this RFQ. FHI 360 reserves the right to determine the acceptability of any proposed alternative.

Quotations will be evaluated based on technical compliance, quality of proposed deliverables, supplier experience, delivery capacity, proposed timeline, and overall value for money.

Technical Requirements:

No.	Item	Quantity	Minimum Technical Requirements
1	Ebola Awareness Roll-Up Banners (English and French)	**7 Units**	• Standard professional roll-up banner, minimum 85cm × 200cm. • Full-color high-resolution printing. • Durable anti-curl PVC or equivalent material suitable for repeated indoor use. • Aluminum retractable stand with carrying bag. • Artwork to be provided by FHI 360; vendor may be required to perform final layout adjustments and formatting. • Content to be produced in both English and French. • Print quality must be clear, professional, and suitable for public awareness campaigns. • Duration: Approximately 3–5 response measures.
2	Public Awareness Video on Ebola Prevention and Response	1 Service	Duration: Approximately 3–5 minutes. • Professional video production, editing, voice-over, subtitles, transitions, and graphics. • Content focused on Ebola prevention, detection, reporting, and response measures. • Video delivered in high-definition (minimum 1080p). • English and French versions required. • Inclusion of subtitles in both languages. • Suitable for dissemination through digital platforms, presentations, social media, and public awareness events.

			• Final deliverables to include editable source files and final rendered formats (MP4).

Quality Assurance Requirements

The selected vendor shall be responsible for:

- Reviewing and refining layouts were necessary.
- Ensuring technical accuracy and production quality.
- Maintaining consistency with FHI 360 branding guidelines and communication standards.
- Conducting quality control checks prior to submission.
- Delivering all materials by the agreed timeline.
- Addressing any defects, errors, or quality issues identified during review before final

3. Supplier instructions and quotation format

- Submit the quotation by email to cameroon.quotations@fhi360.org before the deadline stated above.
- Use the email subject: "***RFQSTRIDES FY27_033 – "Production of Ebola Awareness Communication Materials"***
- Prices must be valid for at least 30 calendar days from the submission deadline. State any assumptions, exclusions and proposed payment terms.
- Late submissions may be rejected. The supplier is responsible for ensuring the complete quotation is received before the deadline.
- Questions must be sent in writing to the clarification email to Cameroon.procurement@fhi360.org. Answers or amendments that affect all bidders will be communicated through an appropriate procurement clarification/addendum process.

4. Mandatory submission documents

- Completed and signed quotation on company letterhead, including supplier legal name, address, contact details.
- Valid company registration and applicable tax/fiscal compliance documents required under Cameroon law.
- Confirmed delivery lead time and confirmation of delivery to the FHI 360 Yaoundé Office.
- At least three relevant references or evidence of comparable completed supply contracts.

5. Evaluation and award methodology

FHI 360 will evaluate quotations through a fair, transparent, and documented process to identify the offer that provides the best overall value for money while meeting the technical, quality, delivery, and commercial requirements of this RFQ.

As an initial step, FHI 360 may review all quotations for completeness, responsiveness, and compliance with the mandatory submission requirements. Quotations that fail to satisfy mandatory administrative, eligibility, or technical requirements may be considered non-responsive and may not proceed to the detailed evaluation stage.

The evaluation criteria and corresponding weights are outlined below:

criterion	Weight	Basis of assessment
Administrative and	10%	Submission of all required documents, including company

eligibility compliance		registration documents, taxpayer identification documents, signed quotation, acceptance of RFQ terms and conditions, company profile, and any other mandatory supporting documentation.
Technical compliance	35%	Degree of compliance with the RFQ requirements for the production of Ebola awareness communication materials, including understanding of the scope of work, quality assurance processes, proposed methodology, production approach, quality of design and production capabilities, and compliance with the specified technical requirements. Samples, portfolios, and evidence of similar assignments will be evaluated.
Evaluated total price	40%	Total evaluated cost for the required deliverables, including design refinement, production, quality assurance, packaging, transportation, delivery, and all other applicable charges. Price evaluation will be conducted using a consistent methodology to determine overall cost competitiveness and value for money
Delivery and logistics capability	10%	Demonstrated ability to complete and deliver the roll-up banners and public awareness video within the required timeframe, including availability of production resources, project management capacity, and proposed workplan
Relevant past performance	5%	Demonstrated experience in producing communication materials, public awareness campaigns, behavior change communication products, videos, graphic design services, and similar assignments. Quality of references, previous work samples, and record of successful performance will be considered.
Total scored criteria	**100%**	

FHI 360 reserves the right to request clarifications, additional documentation, or supporting information from any bidder, provided that such clarification does not materially alter the substance, technical proposal, or pricing of the quotation submitted.

Any arithmetic errors identified during the evaluation process may be corrected in accordance with FHI 360 procurement policies and procedures. In the event of discrepancies between unit prices and total prices, FHI 360 reserves the right to apply the appropriate correction methodology and seek bidder confirmation where necessary.

Award may be made to the bidder whose quotation is determined to be technically responsive, commercially acceptable, and represents the best overall value for money to FHI 360. FHI 360 reserves the right to make a full or partial award, award to one or multiple vendors, negotiate with one or more bidders, or cancel the solicitation process at any stage without obligation to award a contract.

The lowest-priced quotation will not necessarily be selected. Preference may be given to a bidder demonstrating superior technical capability, relevant experience, delivery capacity, and overall value for money.

5. Delivery, inspection and acceptance

- The successful supplier shall be responsible for the supply, delivery, installation, commissioning, and handover of all equipment under this RFQ to the designated location. Delivery shall be coordinated with the designated FHI 360 focal person and completed within the lead time specified in the supplier's quotation and accepted by FHI 360.
- All equipment supplied must:
- Be brand new, genuine, unused, and free from defects or damage.

- Conform fully to the technical specifications and requirements outlined in this RFQ.
- Be supplied with all standard accessories, operating manuals, software licenses (where applicable), warranty certificates, and other documentation necessary for proper installation and operation.
- Include all components required for complete functionality, whether expressly mentioned in the specifications.
- Upon delivery, the equipment will be subject to inspection and verification by FHI 360 to confirm compliance with the purchase order, approved technical specifications, quantities ordered, and overall condition of the goods.
- Acceptance of the equipment shall be dependent upon:
- Successful delivery of the correct quantities and models.
- Verification of compliance with the required technical specifications.
- Successful installation and commissioning of the digital signage totems.
- Functional testing demonstrates that the equipment operates as intended.
- Submission of all required warranty and support documentation.
- FHI 360 reserves the right to reject any equipment that is found to be damaged, defective, counterfeit, used, inconsistent with the quoted specifications, or otherwise non-compliant with the requirements of this RFQ. Any rejected goods shall be repaired or replaced by the supplier at no additional cost to FHI 360 within a mutually agreed timeframe.
- Payment will be made in accordance with FHI 360 payment procedures and shall be contingent upon:
- Satisfactory delivery, installation, and acceptance of the equipment;
- Receipt of a valid invoice;
- Submission of all required supporting documentation, including delivery notes, installation reports, warranty certificates, and any other documents required by FHI 360; and
- Completion of all contractual obligations associated with the procurement.
- The issuance of a delivery note, installation certificate, or receipt of goods shall not constitute final acceptance where defects, non-conformities, or performance issues are subsequently identified during inspection or operational testing. FHI 360 reserves the right to require corrective action or replacement of affected equipment in accordance with the warranty and contract terms.

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.

7. Address for Submission and Clarification Requests

Interested service providers are required to submit their proposals via email to: Cameroon.quotations@fhi360.org

Subject Line: "Production of Ebola Awareness Communication Materials"

- **Submission Deadline: 23 November 2026 at 5 PM Cameroon Time (WAT)**
- Any requests for clarification regarding this RFQ should be submitted in writing to Cameroon.Procurement@fhi360.org
- clarification requests may be shared with all prospective bidders to ensure a fair and transparent procurement process.
- Late submissions may not be considered.