**REQUEST FOR QUOTATION (RFQ)**

**Office Supplies**

**CWD/IOM/DTR//RRFN/006**

Dear Sir / Madam:

Concern for Women and Children Development Foundation (COWACDI) in Nigeria, kindly request you to submit your quotation for **OFFICE SUPPLIES** Service in Damaturu, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2. Quotations may be submitted on or before November 22, 2023 through [tender@cowacdi.org](mailto:tender@cowacdi.org) with subject: CWD/IOM/DTR//RRFN/006

Requests submitted by email must be limited to a maximum of 5 MB in a word document format only and they must be free from any form of virus or corrupted contents.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Kindly ensure that your quotes are signed and in the pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s.

|  |  |
| --- | --- |
| Exact Address/es of Delivery  Location/s (identify all, if  multiple) | COWACDI Office, Yobe State. |
| COWACDI Preferred Freight  Forwarder, if any | N/A |
| Distribution of shipping  documents (if using freight  forwarder) | N/A |
| Latest Expected Delivery  Date and Time (if delivery  time exceeds this, quote may  be rejected by COWACDI) | 5 working days from the issuance of the Purchase Order (PO)  As per Delivery Schedule attached [if delivery will be staggered]  Time: 1500hours  Time Zone of Reference: WAT |
| Delivery Schedule | Required  Not Required |
| Packing Requirements | Equipment packed with conditions that guarantee arrival with safety |
| Mode of Transport | AIR  LAND  SEA  OTHER [pls. specify] |
| Preferred  Currency of Quotation | United States Dollars  Euro  Local Currency: NGN |
| Value Added Tax on Price  Quotation | Must be inclusive of VAT and other applicable indirect taxes  Must be exclusive of VAT and other applicable indirect taxes |
| After-sales services required | Warranty on Parts and Labor for minimum period of 1 year  Technical Support  Provision of Service Unit when pulled out for maintenance/ repair  Others [pls. specify] |
| Deadline for the Submission  of Quotation | Wednesday , November 22, 2023 @ 1200HRS |
| All documentations, including  catalogs, instructions and  operating manuals, shall be  in this language | English |
| Documents to be submitted | Duly Accomplished Form/delivery note, in  accordance with the list of requirements in Annex 1;  A statement whether any import or export licenses are required  in respect of the goods to be purchased including any restrictions on  the country of origin, use/dual use nature of goods or services,  including and disposition to end users;  Confirmation that licenses of this nature have been obtained in  the past and an expectation of obtaining all the necessary licenses  should the quotation be selected;  Quality Certificates (ISO, etc.);  Latest Business Registration Certificate;  Latest Internal Revenue Certificate / Tax Clearance;  Manufacturer’s Authorization of the Company as a Sales Agent (if  Supplier is not the manufacturer);  Certificate of Exclusive Distributorship in the country (if  applicable, and if Supplier is not the manufacturer);  Evidence/Certification of Environmental Sustainability (“Green”  Standards) of the Company or the Product being supplied;  Complete documentation, information and declaration of any  Goods classified or may be classified as “Dangerous Goods”.  Patent Registration Certificates (if any of technologies submitted  in the quotation is patented by the Supplier);  Written Self-Declaration of not being affiliated to/in any terrorism group/activity  Others [pls. specify as many as required] |
| Period of Validity of Quotes  starting the Submission Date | 30 days  60 days  120 days  In exceptional circumstances, COWACDI may request the Vendor to  extend the validity of the Quotation beyond what has been initially  Indicated in this RFQ. The Proposal shall then confirm the extension  In writing, without any modification whatsoever on the Quotation. |
| Partial Quotes | Not permitted  Permitted [pls. provide conditions for partial quotes, and ensure  that requirements are properly listed to allow partial quotes (e.g., in  Lots, etc.)] |
| Payment Terms | 100% upon complete delivery of goods to COWACDI at the stated site of delivery and upon receipt of complete document to claim payment. |
| Liquidated Damages | Will not be imposed.  Will be imposed under the following conditions:  Percentage of contract price per day of delay: 1 percent  Max. no. of days of delay: 10 days  After which COWACDI may terminate the contract. |
| Evaluation Criteria  [check as many as applicable] | Technical responsiveness/Full compliance to requirements and  Best reasonable price  Technical capacitation for installations of the equipment proved  Comprehensiveness of after-sales services  Full acceptance of the PO/Contract General Terms and Conditions  [this is a mandatory criterion and cannot be deleted regardless of the  nature of services required]  Earliest Delivery / Shortest Lead Time |
| COWACDI will award to: | One and only one supplier  One or more Supplier, depending on the following factors:  [Clarify fully how and why this will be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Suppliers] |
| Type of Contract to be Signed | Purchase Order  Contract Face Sheet (Goods and-or Services) COWACDI (this template  is also utilized for Long-Term Agreement9 and if LTA will be signed,  Specify the document that will trigger the call-off. E.g., PO, etc.)  Other Type/s of Contract [pls. specify] |
| Contract General Terms and  Conditions | 1. Vendor is based or operating in, and legally registered in Nigeria, and have established presence and operational capacity in Yobe state an added advantage  2. The vendor has a good understanding and working relationships with the relevant line ministries, local authorities, and local communities in Yobe state.  3. Willingness to be subjected to any necessary security checks which may be required from the government/COWACDI.  4. Experience working with a non-governmental organization supplying or delivering services.  5. Vendor is to deliver within the stipulated timeframe. |
| Special conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed  by 10 days  Others [pls. specify] |
| Conditions for Release of  Payment | Original AWB Received  Complete Delivery  Passing all Testing [specify standard, if possible]  Written Acceptance of Goods based on full compliance with RFQ  Requirements  Completeness of necessary documents (delivery note, invoice)  Others [pls. specify] |
| Annexes to this RFQ |  |
| Contact Person for Inquiries  (Written inquiries only) | Nathan Maina  [nmaina@cowacdi.](mailto:nmaina@cowacdi.)org  Any delay in COWACDI’s response shall not be used as a reason for  Extending the deadline for submission, unless COWACDI determines that such an extension is necessary and communicates a new deadline to the Proposers. |

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of COWACDI requirements.

The quotation that complies with all of the specifications, requirements and offers the most reasonable price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by COWACDI. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on COWACDI’s re-computation and correction of errors, its quotation will be rejected.

After COWACDI has identified the most reasonable price offer, COWACDI reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than COWACDI’s own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by COWACDI after it has received the quotation. At the time of award of Contract or Purchase Order, COWACDI reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of COWACDI indicated above.

COWACDI is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

COWACDI encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to COWACDI if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

COWACDI implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against COWACDI, as well as third parties involved in COWACDI activities. COWACDI expects its suppliers to adhere to the COWACDI Supplier Code of Conduct that will be provided.

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Description / Specification of Goods | Quantity | Latest delivery date |
| 1 | Pen (Ball pen / office pens) Blue/Black | 4PCKS | 27th November 2023 |
| 2 | Stapler (Blue kangaroo HP 45) | 4pcs | 27th November 2023 |
| 3 | Sticky notes | 4PCKS | 27th November 2023 |
| 4 | paper Box File | 10 pcs | 27th November 2023 |
| 5 | Stamp ink refill (blue/ Black) | 4 pcs | 27th November 2023 |
| 6 | Extension wire | 8 pcs | 27th November 2023 |
| 7 | Art wick | 7 pcs | 27th November 2023 |
| 8 | Tissue paper | 3 PCKS | 27th November 2023 |
| 9 | hypo Toilet cleaner 725mg | 4pcs | 27th November 2023 |
| 10 | Highlighter pen | 1PCK | 27th November 2023 |
| 11 | Nescafe (Gold Blend coffee Dcaf 100g) | 10pcs | 27th November 2023 |
| 12 | Milk (Pick Powdered full Cream 400g) | 10Pcs | 27th November 2023 |
| 13 | Milo | 10pcs | 27th November 2023 |
| 14 | A4 Paper (80g) | 2 Catton | 27th November 2023 |
| 15 | Sugar (white cube sugar) | 10 PCKS | 27th November 2023 |

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

**(This Form must be submitted only using the Supplier’s Official Letterhead)**

**We, the undersigned, hereby accept in full the COWACDI General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of COWACDI as per RFQ - CWD/IOM/DTR//RRFN/008-01**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Description/specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total Prices of Goods** | | | |  |
|  | **Add: Cost of Transportation** | | | |  |
|  | **Add: Cost of Insurance** | | | |  |
|  | **Add: Other Charges (Please specify)** | | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  |

**TABLE 3: Offer to Comply with Other Conditions and Related Requirements**

|  |  |
| --- | --- |
|  | **Your Response** |

1. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter proposal** |
| Delivery Lead Time |  |  |  |
| Estimated weight/volume/dimension of the  Consignment: |  |  |  |
| Country/ies Of Origin: |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| a) Minimum one (1) year warranty on both parts and labor |  |  |  |
| b) Service Unit to be Provided when  the Purchased Unit is Under Repair |  |  |  |
| c) Brand new replacement if  Purchased Unit is beyond repair |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the COWACDI General Terms  and Conditions |  |  |  |
| Other requirements [pls. specify |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier’s Authorized Person]

[Designation]

[Date]