

Request for Quotation (RFQ)					
THIS IS NOT A CONTRACT. IT IS FOR INFORMATION PURPOSES ONLY.					
Activity Number:		NLCB100			
RFQ Number:		NLCB100/19/05/343-348			
Issue Date:		14 May 2019			
Offer Deadline:		28 May 2019 10am			
Reply to:		bids@neri-nigeria.com			
COMPANY Name:					
COMPANY Representative's Name:					
Company Address:					
Company Representative's E-mail Address:					
Company Telephone Number:					
Company/Owner Nationality:					
Expected Delivery Date:		TBD			
Delivery Location:		Giedam, Yobe State			
PRICE QUOTED SHOULD BE FIXED FOR A MINIMUM OF 30 DAYS AND SUBJECT TO TAX					
Item No.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE (NGN)	TOTAL PRICE
1	Vitaform mattress 2X6ft (student size mattress).	Pcs	200		
2	Mobile tent (6x8)	Number	200		
3	Foldable strong iron locally fabricated mobile Camp bed 2x6ft (finishing: strong, foreign non-elastic, floor material. Color: Brown and ash)	Number	200		
4	Solar powered heavy-duty flash light (Lontor 6500w solar inbuilt battery)	Pcs	200		
5	Solar powered lantern (Lontor 300w inbuilt battery with USB charging point)	Pcs	200		
6	Blanket (Korean Design, Superior Fashionable, Thick Super-soft, Double Side Blanket, Size8x7ft)	Pcs	200		
7	Back Bag Pack (Genuine PL POWER NGO BAG) (Large size - Provide sample) color; Ash; Black and Army green	Pcs	200		
8	Foldable curved tent Mosquito net with zip and supporting wires (6x6) feet treated net white(standard)	Pcs	200		
9	Fully kitted First aid box UK standard for accident/emergency	Pcs	15		
10	Soap (Antiseptics assorted Dettol medium size)	Dozen	200		
11	Fluoride Toothpaste assorted family size	Dozen	200		
12	Toothbrush (Oral-B Pro-Health Clinical Pro-Flex Manual Toothbrush)	Dozen	200		
13	Detergent for washing (OMO big size)	Pcs	200		
14	Dollop Slippers assorted size for adult (between 10.5 - 12.0)"	Pairs	200		
15	Dragon Food Flask 650ml (Royal Molson)	Pcs	200		
16	MASTERCHEF Sport Vacuum Flask 820ml	Pcs	200		

17	48pcs England Cutlery Set for domestic use	Dozen	200		
18	Bucket (OK High-quality standard.14-15L size)	Pcs	200		
ANTI CORRUPTION NOTICE Under no circumstances are commissions or undisclosed rebate payments to Creative staff to be made or authorized. No gift, gratuity, or remuneration of any kind shall be made to any Creative staff because of this request.				SUB TOTAL (NGN):	
				TOTAL AMOUNT (NGN):	
				Indicate YES or No to the Questions below	
				Products available for immediate delivery?	
				Quotation valid minimum of 30 days?	
				Delivery within 10 days of award?	
Indicate Product Origin (Country of Manufacture):					
Creative Payment Terms:		Within 30 days of delivery and presentation of completed, signed invoice			
		Provided by Supplier			
		Name:			
		Position:			
		Signature			
		Date:			
PAST PERFORMANCE/REFERENCE CHECK					
Offerors are required to submit the contact information of three references. This should include the name, company, relationship to the offeror, email address, and/or phone number for each reference.					

Reference: USAID Contract #7200AA18F00013
Closing Date: 28 May 2019 10:00 am

Enclosed is a Request for Quotations (RFQ). Creative Associates International (Creative) invites qualified firms and organizations to submit a quotation for the work funded under USAID Contract # 7200AA18F00013. The issuance of a subcontract is subject to availability of funds, the successful negotiation of the subcontract budget and terms, and receiving USAID’s Contracting Officer consent, if required. The contract resulting from this award will be a single **firm fixed price purchase order**.

The requirements for this activity are described in the “Statement of Work” in Attachment I. Creative encourages your company/organization to indicate its interest in this procurement by submitting a quotation according to the instructions. Creative will make an award to the responsible Offeror submitting an offer which provides the lowest technically acceptable price to the project.

To be considered, Offerors should submit a complete quotation no later than the closing date and time indicated above. Offerors should ensure that the quotation is well-written in English, easy to read, follows the instructions provided, and contains only requested information.

Questions: Any questions should be submitted in writing and emailed to vendors@neri-nigeria.com no later than two days after the issue date of this RFQ. No questions will be entertained if they are received by means other than the specified email address, and any communications to alternate e-mail addresses will result in the disqualification of the bidder. The solicitation number (listed above) should be stated in the subject line. Answers will be compiled and upload in creative website: <https://www.creativeassociatesinternational.com/procurement-consultant-notices/> within 1 day from the closing date of questions.

Submission: Quotations must be submitted via email to bids@neri-nigeria.com with the subject line “NLCB100/19/05/343-348# Enhancing Civilian protection through support for Police in Geidam”

The Offeror is required to include details of three business references; this should include the name, company, relationship to the offeror, email address, and/or phone number for each reference. Creative reserves the right to visit the place of business of a prospective offeror to verify that it is a legal business entity and has the necessary organizational and management competence to fulfill the necessary responsibilities.

Sincerely,
 Creative Associates International

**Attachment I: Statement of Work for
NLCB100/19/05/343-348# Enhancing Civilian protection through support for Police in Geidam”**

- All offerors must provide proof of registration and tax. Attach CAC certificate and TIN when sending quotation.
- All transportation and handling charges if any should be incorporated into vendor's quoted unit price.

Brand Names: Specific brands and/or models indicated—while often preferred—are for description only. An equivalent substitute, as determined by the specifications, will be acceptable.

Creative estimates that the commodities will be delivered over a period of 10 days. The selected offeror should have the capacity to provide the commodities needed by Creative within the aforementioned timeframe. The consumption range provided is an estimate, and Creative reserves the right to consume above or below this range, or to order partial Items, and the selected offeror shall deliver accordingly. The selected offeror must deliver the commodities according to the provided timeline.

***Exact dates may vary and will be agreed upon at the signing of the firm fixed price purchase order.**

1. **RFQ Requirements:** To ensure that best value is obtained the following would be considered;
 - a) Evidence of Vendor's registration with CAC and Tax Identification number
 - b) Acceptable Quotation Validity Period
 - c) Availability of items
 - d) Delivery within specified time
 - e) Acceptable warranty period
2. **Evaluation Criteria: Best Value** - Only quotations that meet the requirement above would be selected for evaluation. Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed "non-responsive" and thereby disqualified from consideration. Creative reserves the right to waive immaterial deficiencies at its discretion
3. **Correct technical specification**, submission of manufacturer's part number or samples/pictures through which technical specification can be verified (especially where different product is quoted for).
4. **Terms and Conditions:** This is a Request for Quotations (RFQ) only. Issuance of this RFQ does not in any way obligate Creative to make an/any award(s) or pay for costs incurred by potential offerors in the preparation and submission of an offer. Prospective offerors may provide a quotation for a portion of or the entire quantity listed in the table above. Additional terms and conditions are outlined below:
 - (a) Creative's standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payments will not be issued to a third party.
 - (b) Any award resulting from this RFQ will be a firm fixed price purchase order.
 - (c) No commodities or services may be provided that are manufactured, assembled in, shipped from, transported through, or otherwise involve any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, and/or Syria.
 - (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
 - (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
 - (f) Past performance information, including copies of any past or current contracts with U.S. Government funded organizations, copies of completion certificates and/or the contact information of three references is optional and encouraged. This should include the name, company, relationship to the offeror, email address, and/or phone number for each reference.
 - (g) **Taxes Withheld: Per the laws of the Federal Republic of Nigeria, the vendor is responsible for the payment of taxes. Creative will provide a tax receipt upon request once it is received from the Federal Tax Authority (minimum of 3 months). Vendor shall be responsible for providing a tax identification number, along with bank account details, company name, company or corporate registration number, company address, contact number(s). Tax Deductions are as follows: sale and supplies 5%, building & construction 5%, other categories 10%.**