WEST AFRICAN CENTRE FOR PUBLIC HEALTH AND DEVELOPMENT

REQUEST FOR QUOTATION FOR THE PROCUREMENT OF POLLING BOOTH SURVEY MATERIALS

November 8th, 2023

Our organization is currently in the process of procuring materials for our upcoming Polling Booth Survey (PBS) on a project and would like to extend an invitation to your esteemed company to participate in the bidding process. The materials we are seeking to procure are as follows:

1. Red Plastic Bowls: 276 in total
2. Green Plastic Bowls: 276 in total
3. White Plastic Bowls: 276 in total
4. Cartons: 276 in total
5. Flash Cards (set of cards with number 1-32 printed on them): 276 packs in total

To ensure a comprehensive understanding of our requirements, we have prepared illustrative images that outline the setting up of the PBS. These images will provide you with additional insight into what is expected.

In addition to the quantities specified, we would appreciate your attention to the following key points during the bidding process:

1. Quality Assurance: All materials must meet the required quality standards and be durable enough to withstand the demands of the survey process.
2. Delivery Schedule: Please provide an estimated delivery schedule outlining the expected time of delivery for the complete order to our designated location.
3. Pricing Details: We request a detailed breakdown of costs, including unit prices, any applicable taxes, and any additional charges such as transportation and handling fees.
4. Compliance and Certification: Ensure that all materials provided comply with relevant industry standards and possess necessary certifications for use in survey environments.
5. Customer Support: Please provide information on the customer support services your company offers, particularly in the event of any issues with the material supplied.
6. Payment Terms: Clarify the preferred payment terms and options available for the transaction.
7. Please kindly attach pictures of the materials being quoted for.

It is crucial to adhere strictly to the color code specifications, which emphasize that the plastic bowls needed are Green, Red, and White.

WEST AFRICAN CENTRE FOR PUBLIC HEALTH AND DEVELOPMENT







Flat 1 Plot 182 P.S Egure Street, off Wole Soyinka, 2nd Avenue, Gwarinpa Abuja.
+234 902 188 1154, +234 808 222 8004 www.wacphd.org

Mandatory Requirements

1. Evidence of complete CAC documents and certificate of incorporation.
2. Valid Tax Clearance certificate.
3. At least a minimum of 5 years of established business operations in Nigeria.
4. Bidders must comply with all applicable laws and regulations related to the purchase of audio recorders.

Evaluation Criteria:

Quotations will be evaluated based on the following criteria:

- Compliance with the specifications and requirements outlined in this RFQ.
- Price competitiveness
- Delivery timeline
- Warranty and support services

General Terms and Conditions

1. The selected company shall supply recorders that meet industry standards and adhere to the specified timelines.
2. The contract shall be awarded to one or more suppliers based on the evaluation criteria.
3. Our organization reserves the right to reject any or all bids.
4. Should your organization be successful in the selection process, our organization shall withhold and remit the appropriate tax rate under which your professional service falls, as required by law.

SUBMISSION OF QUOTATION

Interested firms are requested to submit their quotation by proceeding with the link below.

Deadline- 19th November 2023

Click on the link below to apply:
https://forms.gle/aFm8bSr3HSLFuGjH6