

REQUEST FOR QUOTATION

Introduction

The University of Manitoba's (UOM) program in Nigeria operates through the West Africa Centre for Public Health and Development (WACPHD). WACPHD is a Non-profit, Non-Governmental Organization dedicated to improving Health Equity through sustained engagement in research, program delivery, technical assistance, and education.

We kindly request a quotation for the following items:

S/N	Quantity	Units	ITEM DESCRIPTION
1	1	40	Samsung A9 tab, 4gb by 64gb
2	1	40	30,000mAh New Age Power Bank

Product Specification:

1. Android Tablet Specifications

Name	Samsung Galaxy TabA9
Display size	7.8 Inch
RAM	4GB RAM
ROM	64GB ROM
Battery	5100mAh
Operating System	Android 13
Cellular	4G LTE
Sim	Nano Sim

2. Power Bank Specifications

Capacity: 30,000mAh

Brand: New Age

Vendor Requirements

Vendors must attach the following requirements in their mail:

1. Eligibility Documents

- Certificate of Incorporation with the Corporate Affairs Commission (CAC), including Articles of Association (forms CAC2 and CAC7).
- Income Tax Clearance Certificate for the last three (3) years, valid until 31st December 2024.
- Verifiable evidence of at least three (3) similar jobs executed within the last five (5) years (e.g., Letters of Award, Job Completion Certificates).

2. Company Profile

- A detailed company profile including the company's registration number, contact address, telephone number (preferably GSM), and email address on the company's letterhead.

- The letterhead must list the names and nationalities of the CEO/Directors and be signed by an authorized officer.
- 3. **Financial Information**
 - Bank details and Tax Identification Number (TIN).
- 4. **Technical Requirements**
 - Detailed compliance to the technical specifications provided in this RFQ.
- 5. **Additional Documents (Optional but Recommended)**
 - Manufacturer's authorization letter for items above ₦100M.
 - Valid bid security from a commercial bank for quotations above ₦100M.
- 6. **Ethical Standards**

Vendors must adhere to ethical standards, including abstaining from corrupt and fraudulent practices throughout the procurement process.

Selection Criteria

Selection will be based on the following:

- **Cost:** Competitive pricing.
- **Availability:** Readily available items to meet the project timeline.
- **Response Time:** Prompt delivery timelines.
- **Compliance:** Adherence to technical specifications and submission requirements.
- **Payment Terms:** Flexibility and fairness in payment terms.

Submission Guidelines

Vendors must submit quotations adhering to the following:

1. **Quotation Details**
 - Include a detailed cost breakdown (unit price, total cost, and any additional charges).
 - Provide estimated delivery timelines and warranty details (minimum 1-year warranty).
2. **Bank Details and TIN**
 - Include official bank details and Tax Identification Number (TIN) for payment processing.
3. **Tax Compliance**
 - Note that our organization shall withhold and remit the appropriate tax rate applicable to your professional service.
4. **VAT**
 - Be informed that WACPHD is a **zero-rated VAT humanitarian organization (NGO)**.
5. **Submission Options**
 - **Email:** Send to wacphd.igph.uom@gmail.com and copy procurement@wacphd.org.
 - Use the subject line: **"Quotation for Android Tablets."**
 - **Hard Copy:** Deliver in a sealed envelope to:

Deadline: Submissions must be received by **25th November 2024**. Late submissions will not be considered.



WEST AFRICAN CENTRE FOR PUBLIC HEALTH AND DEVELOPMENT



Important Note: Quotes with errors will be considered invalid.

For any queries or further information, please contact:

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Regards,

Olujimi Suzan

Admin/Procurement officer

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