



## **URGENT REQUEST FOR QUOTATIONS**

**RHHF/UNFPA/RFQ/Q4/008**

**21/11/2024**

### **1. ABOUT RHHF**

Royal Heritage Health foundation (RHHF) is a Non-Governmental and not for profit Organization committed to creating a society where the poor and vulnerable have equal access to quality education, health, infrastructure and dignity of human person. RHHF is one of United Nations Population Fund (UNFPA) Implementing Partners (IPs) in executing projects in different parts of the country.

RHHF with funding from UNFPA is to Procure and distribute 3,220 customized female dignity kits including culturally appropriate dresses/clothes to the most vulnerable displaced women and girls, Support the distribution of locally produced and packaged dignity kits in Borno State, facilitate Rehabilitation of One Stop Centre, Women Empowerment Center and DK production Centre following flood devastation in MMC and Jere LGAs, Establish 2 temporal clinics to access safe, dignified and confidential SRH services in displacement camps, Conduct A 5-Day training of 40 social workers on GBA case management, MHPSS, GBV concept in Kebbi State Conduct 5-day training and mobilization of 25 Community volunteers on community mobilization and creation on SRH service availability and GBV prevention and response in Kebbi State

RHHF is to engage a vendor who will facilitate the supply furniture and fitting for the One Stop Center in Budum, the two temporary clinics, the facility in Jere and the women and girls skill acquisition and empowerment center in Borno State.

### **2. OBJECTIVE**

The objective of the RFQ is to identify a supplier who can provide RHHF with the above-mentioned commodities. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

### **3. Overview of Evaluation Process**

Quotations will be evaluated based on the compliance with the specifications stated and the total cost of the products (price quote).

### **4. DELIVERY**

All executed contracts shall be handed over to and verified with by the Procurement Department.

### **5. BRIBING**

RHHF has zero tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to RHHF personnel.

**Royal Heritage Health Foundation hereby solicits a quotation for provision of any of the following categories of commodities:**

S/N	ITEMS	QTY
1	Plastic Tables	8
2	Plastic chairs	68
3	Office Table(Single cable slot, 4 feet (1.2mtr) office table suitable for managers/secretaries with three drawers, Central lock)	18
4	Cabinet(Local)	6
5	Waiting Chairs(3 seater)	7
6	Office Chairs	23
7	Wooden Stool(Local)	6
8	Wooden Table( 4 feet 1.2mtr)	5
9	Conference Table (12 ft x 4 ft: Seats 10–12 people and requires a minimum room size of 18 ft x 10 ft)	1
10	Conference chairs(church)	30
11	Pulpit(local)	1
12	Notice Board(Felt Notice board 35" by 23")	2
13	Curtains	18
14	Wooden Chair	1
15	Kitchen cabinet(Local repair)	1
16	Settee Chairs(Local)	1
17	Wooden Wardrobe(Local)	5
18	Mattress(Washing and Fumigation)	16
19	Bed-sheets/Pillow case(Washing&Fumigation)	24
20	Duvets(Local)	10
21	Wooden Bed Frame(Local)	2
22	Wooden Cabinet	1
23	Wooden Shelves(Local)	4
24	Mat(8Ft By 4Ft)	30
25	Settee Chairs(Local)	1

This Request for Quotation is open to all legally-constituted Vendors that can provide the requested commodities and services and have legal capacity to perform in the country, or through an authorized representative and can be sent via hardcopy to our Head Office at: **No 40, Ifesowapo Phase 1, Kilanko, Offa Garage Road, Ilorin, Kwara State or any of our Branch Office in Adamawa, Oyo, Lagos, Borno and Yobe States:**

Vendors who are of the opinion that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to Director of Administration via [sadewoye@royalheritagehealthfoundation.org](mailto:sadewoye@royalheritagehealthfoundation.org).

- RHHF RESERVES THE RIGHTS TO SPLIT CONTRACT AWARD FOR THE SAKE OF MITIGATING DELIVERY RISKS.
- ALL QUOTATIONS THAT WILL BE CONSIDERED MUST BE SUBMITTED BY 2PM 27<sup>TH</sup> NOVEMBER OF 2024

Name/Signature/ Date

**Faith Taiye**

The Procurement Unit,  
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