



REQUEST FOR QUOTATIONS

RHHF/UNFPA/RFQ/Q4/004

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.

In view of the above activities, RHHF is to engage a vendor who will provide Branded Hijab/Gown, Packaging bags, IPC Sheet and IEC Materials, Advocacy Materials during distribution of dignity kits and training activities at the implementing states in Borno, Kebbi, Adamawa and Yobe 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	COMMODITY DESCRIPTION	SPECIFICATION	QTY
1	Banner	Flex in size 9Ft by 6Ft	6
2	Information Sheet for Dignity Kit	A4 Colored paper, front and back	6500
3	Information Sheet for Advocacy Kit	Glossy Paper A4 Colored, front and back	500
4	Certificate with Calligraphy	A4 Colored card, front only	70
5	Training Manual	20 paged Colored A4 paper size with card cover	70
6	Long Hijab/Gown	Cotton fabric, branded for UNFPA Logo	6500
7	Data Collection Tools	A4 Paper, Black and White Print	7000
8	Water Flask	1Ltr Branded with RHHF and UNFPA Logo	600
9	T-Shirt	Branded with RHHF and UNFPA Logo	700
10	Face Cap	Branded with RHHF and UNFPA Logo	700
11	Souvenir Bag with Handle	Branded with RHHF and UNFPA Logo	700
12	Crest	Branded with RHHF and UNFPA Logo	700
13	Packaging Bag(Back Pack)	Branded with RHHF and UNFPA Logo	700

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.

- RHHF RESERVES THE RIGHTS TO SPLIT CONTRACT AWARD FOR THE SAKE OF MITIGATING DELIVERY RISKS.
- ALL QUOTATIONS THAT WILL BE CONSIDERED MUST BE SUBMITTED WITH ON OR BEFORE 12PM ON 27th NOVEMBER 2024.

Name/Signature/ Date

Faith Taiye

The Procurement Unit,
Royal Heritage Health Foundation
NO 40, Ifesowapo Phase 1,
Kilanko, Offa Garage,-
Ilorin, Kwara State.
rhfoundation.ng@gmail.com