



REQUEST FOR QUOTATION (RFQ)

Title: Provision of Vocational Skills Start-up Kit for 1950 Survivors
Locations: Katsina Mani & Rami LGA,
Issue Date: 6th December, 2024
Submission Deadline: 18th December 2024

Introduction

Finpact Development Foundation (FINDEF) is an Indigenous non-governmental organization dedicated to delivering lasting value through impactful work, earning the trust of our partners. We specialize in reaching hard-to-reach communities while focusing on cultural sensitivity and management structures that foster excellent collaboration with partners and stakeholders. Through the REACH project, FINDEF will help to develop and implement livelihood improvement programs for adolescent girls and survivors.

Purpose of the RFQ:

FINDEF is seeking interested vendors to send in proposals detailing plans to build the entrepreneurial capacity and improve the livelihood of OoSG left vulnerable to sexual and Gender-Based Violence. We invite you to submit a quotation based on the details outlined in this document.

Scope of Services

The selected vendor(s) will be responsible for providing the following services:

1. Supply materials to produce throw pillows as detailed below.
2. Supply knitting materials.
3. Supply of cap-making materials
4. Supply of bead-making materials
5. Supply for Henna Design.

Vendor Requirements

The selected vendor will adhere to the vendor requirements below:

- **Must** be registered with the Corporate Affairs Commission. (CAC)
- Company Profile.
- Application letter on company letterhead.
- Tax Identification Number
- Minimum of 3 years of experience in providing similar services.
- Provide at least 2 references from recent clients.

No	Name	Location	Location	Location	
Throw Pillow		Katsina	Mani LGA	Rimi LGA	
1	Fabric/Cushion Chair Materials	130	130	130	
2	Fiber/Form	130	130	130	
3	Threads	130	130	130	
4	Needle	130	130	130	
5	Measuring tool	130	130	130	
6	Scissors (Big and Small)	130	130	130	
7	Embellishment	130	130	130	
Knitting					
1	Yarn (25g/Ball milk cotton yarn comfortable wool blended thread apparel yarn)	130	130	130	
2	Knitting Needles/Crotchet. Size: (10mm)	130	130	130	
3	Knitting pin	130	130	130	
4	Elastic	130	130	130	
Cap Making			130	130	
1	Fabric	130	130	130	
2	Needle (Big and small)	130	130	130	
3	Thread	130	130	130	
4	Measuring tape (Soft widen Body waist measuring tape sewing tailor tape	130	130	130	
5	Scissors (Big and Small)	130	130	130	
6	Embroidery thread	130	130	130	
7	Marking pen/fabric chalk	130	130	130	
Henna Design					
1	Henna Powder	130	130	130	
2	Application bottles/Cones	130	130	130	

3	Mixing bowls/Spoons	130	130	130	
4	Plastic wrap/sealant	130	130	130	
5	Cotton balls/swabs	130	130	130	
6	Black Celotape	130	130	130	
7	Matches	130	130	130	
8	Razor	130	130	130	
Bead Making					
1	Beads	130	130	130	
2	Beading line	130	130	130	
3	Nose Plier (Round/Flat)	130	130	130	
4	Wire cutters	130	130	130	
5	Ear wires	130	130	130	
6	Headpins	130	130	130	
7	Eye pins	130	130	130	
8	Glue	130	130	130	
9	Beading tray	130	130	130	
10	Design board	130	130	130	
11	Screwdriver	130	130	130	
12	Crimps	130	130	130	
13	Package nylon	130	130	130	

Evaluation Criteria: Vendors Quotations will be evaluated based on:

- Legal authorization to operate a business
- Cost-effectiveness.
- Vendor's experience and reliability.

Submission Instructions:

Interested vendors should submit a comprehensive quote not later than the **18th of December 2024, 11:59 am** via

Email: finance@findef.org

Note:

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by FINDEF. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on FINDEF's re-computation and correction of errors, its quotation will be rejected.

FINDEF has zero tolerance for all forms of corrupt practices including but not limited to bribery, kickbacks, collusion, corruption, extortions, and facilitation payments. If a staff member of FINDEF demands from you any form of unethical arrangement during any of the stages in this procurement, you can send an email to the email compliance@finder.org

FINDEF maintains a zero-tolerance policy for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is a shared responsibility, and all partners, contractors, and service providers must conduct their activities in alignment with the principles of PSEA as outlined in FINDEF's Code of Conduct. This obligation always applies, both during and outside of work-related engagements.

Disclaimer

The bidders shall bear all costs associated with preparing and submitting the tender/quotes. Such costs cannot be recovered from FINDEF by the bidder. Also, FINDEF is not under any obligation to consider any tender submitted, and FINDEF reserves the right to cancel or discontinue the tender without informing the bidders.

Thank you.

We look forward to receiving your quotation.