



## REQUEST FOR QUOTATION (RFQ)

**Title:** Procurement of Startup Kits for Vocational Skills Empowerment under the (REACH) Project

**Ref. No:** FINDEF/REACH/PROC/2025/01/002

**Locations:** Katsina Mani & Rami LGA,

**Issue Date:** January 21, 2025

**Submission Deadline:** January 27, 2025

### Introduction

Finpact Development Foundation (FINDEF) invites quotations from qualified and experienced suppliers for the provision of startup kits tailored to support vocational skill acquisition for out-of-school adolescent girls (OoSAGs) across Mani, Rimi, and Katsina LGAs in Katsina State. These startup kits will empower adolescent girls trained under the REACH project to establish small-scale businesses, promoting economic independence and contributing to household income generation.

### Purpose of the RFQ

The purpose of the RFQ is to invite suppliers to submit competitive quotations for the supply of startup kits that will support the implementation of the REACH project. These startup kits are essential for empowering out-of-school adolescent girls (OoSAGs) by providing them with tools and resources to engage in vocational and entrepreneurial activities, thereby enhancing their skills, economic opportunities, and overall resilience.

### Scope of Services

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

1. Supply Throw Pillow materials.
2. Supply Knitting materials.
3. Supply of Cap-making materials
4. Supply of Bead Craft materials
5. Supply for Crochet materials.

Suppliers must ensure that all items are of high quality, safe for use, and suitable for the intended purpose. Sample kits may be requested during the evaluation phase for quality assessment.

<b>THROW PILLOW</b>					
S/N	DESCRIPTION	UNIT	SPECIFICATION	PRICE	AMOUNT
1	CUSHION CHAIR MATERIA	450	Velvet/Cashmere (Yard)		
2	FIBER/FOAMS	450	Kilos of fiber		
3	Thread	1500	Spool of 500m		
4	Needle	900	Small Pack		
5	Measuring tools	300	60-180 inches		
6	Scissors	300	Small size		
7	Scissors	300	Big		
8	Embelishment	7500	yard		

<b>KNITTING</b>					
1	Yarn	1500	25g		
2	Knitting needle/Crotchet	900	10mm		
3	Knitting Pin	1500	Small Size		
4	Elastic	1500	1 inch wide		

<b>CAP MAKING</b>					
1	FABRIC	900	Yard		
2	Needle	900	Small		
3	Needle	900	Big		
4	Thread	1350	Spool of 500m		
5	Measuring Tape	150	60-120 Inches		
6	Scissors	150	Small		
7	Scissors	150	Big		
8	Embroidery Thread	1500	Different Sizes		
9	Marking pen/Fabric Chalks	300	Cartons		

<b>BEAD CRAFTS</b>					
1	Beads	150	Different Sizes		
2	Beading Line	450	Different inches		
3	Nose Plier (round/Flat)	300	127mm		
4	Wire Cutters	150	27mm lenght		
5	Ear Wires	150	127mm		
6	HeadPins	150	Moderate size		
7	Eye Pins	150	Moderate		
8	Glue	150	Carton		
9	Beading Tray	150	Medium Sizes		
10	Beading Tray	150	Big Sizes		

11	Design Board	400	Medium sizes		
12	Design Tray	400	Big Sizes		
13	Screwer	150	0.8-1.2 mm		
14	Crimps	150	132mm		
15	Package Nylon	150	Medium Sizes		
16	Package Nylon	150	Small Size		
<b>CROCHETS</b>					
1	Fabric (Wool)	900	Yard		
2	Needle	900	Small Sizes		
3	Needle	900	Big Sizes		
4	Thread	1350	Spool of 500m		
5	Measuring tape	150	60-180 inches		
6	Scissors	150	Small Sizes		
7	Scissors	150	Big Sizes		
8	Embroidery Thread	500	Small Sizes		
9	Embroidery Thread	500	Medium Sizes		
10	Embroidery Thread	500	Big Sizes		
11	Marking Pen/Fabric Chalk	300	Pack		

*\*All units of measurements are in pieces.*

### **Quality Assurance**

- The quality of items will be evaluated based on provided specifications, certifications, and feedback from sample reviews (if applicable).
- Items must be durable, user-friendly, and suitable for their intended vocational use.
- Suppliers must demonstrate adherence to ethical procurement guidelines, including the use of ethically sourced and safe materials.
- Suppliers offering warranties or guarantees for their products will be given preference, as this demonstrates a commitment to quality and after-sales support.

### **Vendor Requirement**

Interested suppliers must meet the following requirements:

1. A valid company registration certificate between 2015-2020
2. Tax Identification Number (TIN) and tax clearance certificate.
3. Proven experience in supplying similar goods.
4. Ability to deliver to designated locations in Katsina State.

### **Additional Requirements**

Suppliers are required to declare any conflicts of interest in participating in this

procurement process and must agree to adhere to the Supplier Code of Conduct, which includes a zero-tolerance policy for fraud, exploitation, or abuse. Suppliers who meet these conditions are encouraged to submit their quotations, ensuring that all required documentation is included and submitted by the specified deadline. Failure to comply with any of these criteria will result in disqualification.

### **Evaluation Criteria**

Suppliers' quotations will be evaluated based on:

- Legal authorization to operate a business.
- Competitive pricing.
- Quality and specifications of the items.
- Delivery timeline and capacity.
- Supplier's compliance with the eligibility criteria.
- Vendor's experience and reliability must be 10 years' experience and above

### **Scoring Matrix (Indicative)**

1. Price Competitiveness: 30%
2. Compliance with Specifications: 20%
3. Delivery Timeline and Capacity: 20%
4. Quality Assurance: 15%
5. Past Performance and References: 15%

Suppliers are encouraged to provide clear and comprehensive responses to all criteria to maximize their evaluation score.

### **Terms and Conditions**

#### **A. Payment Terms**

- No advance payment will be made upfront and 100% payment will be made 30 days after delivery of the items
- All payments will be made in Nigerian Naira (NGN).
- Applicable taxes will be deducted in line with Nigerian tax laws unless proof of exemption is provided.

#### **B. Penalties for Non-Compliance or Delays**

- A penalty of *1% of the total contract value per day of delay* will be applied for any late delivery, up to a maximum of 10% of the contract value.
  - Items that do not meet the required specifications or quality standards will be rejected, and the supplier will bear the cost of replacement or corrective actions.
  - Persistent non-compliance may result in contract termination without financial liability to FINDEF.

- Failure to deliver within 30 days of contract award without valid justification may result in the forfeiture of the advance payment and immediate contract termination.
- Any breach of ethical guidelines, including fraud, exploitation, or abuse, will result in immediate termination of the contract and blacklisting of the supplier.

### **Submission Instructions**

Quotations (with itemized pricing, including unit prices and delivery costs) must be submitted via email to the contact details provided below. Each submission should include the supplier's profile, relevant experience, and references, along with clear details on the delivery timeline and warranty information for the items. Payment terms and conditions must be explicitly stated in the quotation. Interested vendors are required to ensure that their comprehensive quotations reach us no later than **January 27, 2024 at 4:00 PM** via email at **procurement@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 reserves the right to accept or reject any or all quotations, to negotiate terms and conditions, and to cancel the procurement process at any stage without prior notice or obligation to suppliers.

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@findef.org](mailto:compliance@findef.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.***