



# ROYAL HERITAGE HEALTH FOUNDATION

## REQUEST FOR QUOTATION (RFQ)

To: Eligible Suppliers

Project: CENTER FOR DISASTER PHILANTHROPY

Title of work: STATIONERIES

PR Ref No: RHHF/CDP/PRF/007

RFQ No: RFQ/RHHF/CDP/NG/02/2024/003

Date : 17/02/2024

### 1. ABOUT RHHF

Royal Heritage Health foundation (RHHF) is a non-governmental and nonprofit 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 Center for Disaster Philanthropy (CDP) Implementing Partners (IPs) in executing projects in Northeast Nigeria.

The six months project with the title Enhancing life-saving support for flood-affected populations in Borno State aims to address the critical life-saving needs of flood-displaced women, children, and other vulnerable groups in Jere and MMC LGAs of Borno State by rehabilitating essential health facilities, safe water points, and latrines, while strengthening community capacity for health promotion, outbreak prevention, and mental health and psycho social support services. In view of the above activities RHHF is to engage a vendor(s) who will facilitate the SUPPLY OF STATIONERIES

### 2. OBJECTIVE

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

#### GENERAL INSTRUCTION TO SUPPLIERS:

1. Description of Goods: RHHF request prospective suppliers to submit quotation for the items below:

Commodity	UOM	QTY
Flip Chart	PACK	5
Marker	PACK	5
Stick-note	PACK	5
Biro	PACK	5
Jotter	PACK	5
Name Tag	PACK	5
Cartridge	1	5
A4 Paper	PACK	5
Staple Pin	PACK	5 Packs

### 3.

### **CORRUPT, FRAUDULENT, AND COERCIVE PRACTICES**

RHHF requires that all staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. RHHF shall reject any proposal put forward by suppliers, or where applicable, terminate their contracts, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy. RHHF defines for purposes of this paragraph the terms set forth below as follows:

- i. Corrupt practice means offering, giving, receiving or soliciting directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
- ii. Fraudulent practice is any act or omission, including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract to obtain a financial gain or other benefit to avoid an obligation;
- iii. Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain financial gain or other benefit;
- iv Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

### **4. CONFLICT OF INTEREST**

All suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A supplier may be considered to have conflicting interest under any of the circumstances set forth below:

- i. A supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the quotation of another or influence the decisions of the Mission/Procuring Entity regarding this quotation process
- ii. A supplier submits more than one Quotation in this Quotation process.
- iii. A supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this quotation process.

### **5. CONFIDENTIALITY AND NON-DISCLOSURE**

All information given in writing to or verbally shared with the supplier in connection with this General Instruction is to be treated as strictly confidential. The supplier shall not share or invoke such information to any third party without the prior written approval of RHHF. This obligation will continue after the procurement process has been completed whether or not the Supplier is engaged.

## **6. RHHF'S RIGHT TO ACCEPT ANY QUOTATION AND TO REJECT ANY AND ALL QUOTATIONS**

RHHF reserves the right to accept or reject any quotation and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for RHHF's action.

## **7. OVERVIEW OF EVALUATION PROCESS**

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

The following is the evaluation criteria for the quotations to be submitted:

- i. Complete Documents of Company registration with Corporate Affairs Commission
- ii. Tax Clearance certification and other statutory documents
- iii. Clarity of Quotation
- iv. Evidence of Previous Supply or Service rendered
- v. Cost Effectiveness
- vi. Guaranty of Products
- vii. Business Reputation
- viii. Price Validity

## **8. PAYMENT TERMS**

100% Payment shall be made upon delivery of Commodities or Services and submission of due documents.

## **9. DELIVERY**

All commodities and consumables ordered shall be delivered in full, No partial delivery except otherwise stated by the Procurement Manager or as specified in the Local Purchase Order.

## **10. BRIBING**

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

## **11. PSEA**

All vendors that will be engaged shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or any of its personnel or any other persons who may be engaged by the partner to perform any services under all RHHF related contracts.

For this reason, vendors shall refrain from any sexual activity with people less than eighteen years of age regardless of consent or age of majority.

In addition, vendors shall refrain from the exchange of money, goods and services for anything of value for sexual favors or any form of degradation.

*This Request for Quotation is open to all legally-constituted companies 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 Offices in Adamawa, Borno and Yobe States** or softcopy to [procurement@royalheritagehealthfoundation.org](mailto:procurement@royalheritagehealthfoundation.org).

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 BEFORE CLOSE OF BUSINESS ON 21<sup>st</sup> FEBRUARY 2025

**NOTE:**The Quotation must be printed on company's letter head and signed by the company's relevant authority before submission



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