

# REQUEST FOR QUOTATION

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disability inclusive  
development



**CBM COUNTRY COORDINATION OFFICE:  
13 Okemesi Crescent, Off Twon Brass  
Street, Garki 2,  
Abuja, Nigeria**

**Date: 31\03\2025**

**PRF No: NG-0081-2025-CBM**

**SUPPLIER NAME/ADDRESS/PHONE NUMBER:**

**CBM CONTACT :**

Administration Department  
E-mail: [elizabeth.anyebe@cbm.org](mailto:elizabeth.anyebe@cbm.org)

Dear Sir/Madam.

CBM is seeking qualified suppliers to provide a price quote for renovation (porta cabin) as seen in the table below. Please refer to the **Term and Conditions** (Page 3) in preparing your quotation and kindly ensure that your quotation reaches CBM on or before **Thursday 10<sup>th</sup> April 2025**.

S/N	Description	Quantity	Unit Price	Total Price	Remarks
1.	Porta cabin roof leakage maintenance, container tiling, internal boarding, screeding and painting, 3 Acs & installations (two 1.5hp and 1hp), electrical lightening and Marine board for base  <b>Site inspection will be required</b>	1 portia cabin			

Thank you,

Administration department

## TERMS AND CONDITIONS OF QUOTATION

Delivery Terms	
Delivery Place	13 Okemesi Crescent, Off Twon Brass Street, Garki 2, Abuja. CBM Country Office
Payment Terms	100% Payment after Service Delivery.
Validity of Quotation	1 months

### Additional Terms & Conditions :

1. **Delivery of Sample/art work will be submitted alongside the Quotation for consideration** within 1 day after receipt of the Purchase Order or Signing of the Contract(Where Applicable).
2. The detailed financial quote should be in **Naira**,
3. The quotation should state clearly the **validity period of quote (minimum 3 months), payment term and availability of product.**
4. Applicable Withholding Tax will be **deducted** from price quotes and remitted to appropriate statutory bodies.
5. **Warranty Period** of items should be clearly stated as CBM will reject items with expired warranty

### Quotations submission requirements:

The quotation shall contain the following documents:

- Copies of Company legal identity (Trade license, CAC Document, Tax clearance certificate, other relevant legal documents and license of dealership if applicable).
- Submission of Copies of FIRS print out of TAX IDENTIFICATION NUMBER (TIN)
- Detailed description of the quoted items (with pictures where possible)
- Provide a list of a minimum of 3 (three) relevant references for similar supplies for the last two years preferably to INGOs supported with evidence of supplies/delivery of items.

### Mode of Submission of quotation:

- **The Quotation MUST reach the CBM office before Thursday 10<sup>th</sup> April 2025 to qualify for this Bid Request.**
  - **Quotes must be submitted in soft copy (electronic) via email to [elizabeth.anyebe@cbm.org](mailto:elizabeth.anyebe@cbm.org)**
  - The quotation should be on the company letterhead duly signed and stamped by an authorized person of the company (or appropriate Proforma Invoice signed and stamped by authorized persons) and addressed to CBM Office Admin Officer.

**Incomplete Quotations Shall Not Be Examined**

### Evaluation criteria:

Quotations will be evaluated based on their responsiveness to the specifications, financial quote, validity of quote, warranty period, evidence of past/current delivery of the required services, qualification (experience), after sale service, agreement to CBM payment terms & delivery time.

***CBM reserves the right to reject any or all bids not considered to be in the best interest of the organisation and/or the people it serves.***