

# REQUEST FOR QUOTATION

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

15/5/2025

**Reference No.:0275-2025 cbm**

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

**CBM CONTACT :**

Administration/Human Resource Department  
E-mail: [procurement.nigeria@cbm.org](mailto:procurement.nigeria@cbm.org)  
[Chinazorlove.udeh@cbm.org](mailto:Chinazorlove.udeh@cbm.org)

Dear Sir /Madam;

CBM is seeking qualified suppliers to provide a price quote for office supply as shown below. Please refer to the **TERMS and CONDITIONS** (Page 2) in preparing your quotation and ensure that your quotation reaches CBM before 21/05/2025

	Description	Quantity	Unit	Remarks
1.	Bajaj Boxer BM 100 motorcycle	20		

Thank you,



Administration department  
CBM country coordination office

## TERMS and CONDITIONS OF QUOTATION

Delivery Terms	
Delivery Place	CBM COUNTRY COORDINATION OFFICE: 13 Okemesi Crescent, Off Oro Ago Street, Garki 2, Abuja, Nigeria
Payment Terms	100% Payment after Delivery.
Validity of Quotation	30/6/2025
<b>Additional Terms &amp; Conditions :</b> Delivery of sample within 3 days after receipt of the Purchase Order (Where Applicable) Delivery of the order to be done to the CBM Office located in 13 Okemesi Crescent, Off Oro Ago Street Garki 2, Abuja <b>Applicable Withholding Tax (WHT) will be deducted.</b>	
<b>Quotations submission requirements:</b> The quotation shall contain the following documents: <ul style="list-style-type: none"> <li>• Company legal identity (Trade license, CAC Document, Tax clearance certificate other legal documents),</li> <li>• Submission of FIRS print out of TAX IDENTIFICATION NUMBER (TIN)</li> <li>• Detailed description of the quoted items</li> <li>• Statement on adherence to CBM general terms and condition and payment and delivery terms.</li> </ul>	
<b>Submission of offers:</b> <ul style="list-style-type: none"> <li>• <b>The Quotation MUST reach the CBM office on 21/05/2025 to qualify for this Bid Request.</b></li> <li>• Quotes can be submitted either in hard copy or electronically. For hard copy, submit your quotation on company letterhead duly signed and stamped by an authorized person of the company (or appropriate Proforma Invoice signed and stamped by an authorized person) and delivered to the CBM Office in a sealed envelope and addressed to CBM Office Procurement Committee.</li> <li>• If you choose to send your quote by e-mail you must sign, stamp, scan and send the quote as an attachment in PDF format to <b>procurement.nigeria@cbm.org</b></li> </ul> <p style="text-align: center;"><b><u>Incomplete offers shall not be examined</u></b></p>	
<b>Evaluation criteria:</b> Offers will be evaluated based on their responsiveness to the specification, qualification (experience), after-sales service, payment terms & delivery time. <p style="color: red;"><b>CBM reserves the right to reject any or all bids when considered to be in the best interest of the organisation and/or the people it serves.</b></p>	