



## ROYAL HERITAGE HEALTH FOUNDATION (RHHF)

*Ilorin, Kwara State, Nigeria*

### **Request for Quotation (RFQ) – International Invitation to Tender**

**RFQ Number:** RHHF/UNFPA/RFQ/2025/Q3/003

**Issue Date:** 16th July 2025

**Deadline for Submission:** 24 July 2025, 10:00 AM (WAT)

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### **1. Background**

Royal Heritage Health Foundation (RHHF) is a Nigerian non-governmental, non-profit organization and an Implementing Partner (IP) of the United Nations Population Fund (UNFPA). RHHF works to ensure equitable access to quality health, education, and social support for vulnerable populations.

To enhance the delivery of Sexual and Reproductive Health (SRH) and Gender-Based Violence (GBV) services across Benue, Borno, Adamawa, and Yobe States in Nigeria, RHHF invites qualified and reputable vendors to submit bids for the **production of IPC sheets and data collection tools** as described in the attached documents.

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### **2. Scope of Supply**

The bidder will be responsible for the production and branding of 8,000 dignity kit packaging bags in backpack design, made of water-resistant polyester with adjustable straps and UNFPA branding. Each bag must be durable, culturally appropriate, and capable of holding full kit contents. Also included are 8,000 IPC sheets (A3 folded to A4) printed in English and local languages, containing pictorial instructions on kit usage and hygiene. Data collection tools comprise beneficiary registration forms and patient diary. All items must be delivered within 10 days to RHHF offices in Ilorin or Maiduguri, per designated delivery instructions.

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### **3. Submission Guidelines**

- Offers must be submitted **in sealed envelopes** to any of RHHF's offices OR **by email** to: **[procurement@royalheritagehealthfoundation.org](mailto:procurement@royalheritagehealthfoundation.org)**.

- **Deadline for clarifications:** 20 July 2025.
  - **Deadline for submission of bids:** 24 July 2025, 10:00 AM.
  - Samples are **highly encouraged** and should be delivered to:  
**Procurement Unit, RHHF Headquarters, Ilorin, Kwara State, Nigeria.**
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#### 4. Required Documentation

Vendors must include the following in their submission:

1. Signed Annex 1 – RHHF General Terms & Conditions
2. Completed Annex 2 – Supplier Profile Form
3. Completed Annex 4 – Pricing Template(On company letter head paper)
4. Business Registration Certificate
5. Recent Tax Compliance Certificate and TIN
6. Properly labeled physical samples (non-returnable unless otherwise communicated)
7. ITF Certificate
8. Letter of Recommendation from Bank

#### 5. Evaluation Criteria

Bids will be evaluated based on the following:

- Compliance with item specifications and sample quality
  - Delivery timelines and logistical capacity
  - Unit cost and value for money
  - Previous experience with large-scale supply
  - References and organizational reputation
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#### 6. Additional Provisions

- RHHF is **VAT-exempt**; quotations should **exclude VAT**. WHT will be deducted.
  - **Payment terms:** 30 days after satisfactory delivery and documentation
  - **Liquidated damages** of 0.5% per day, up to 10%, will apply for late delivery.
  - **Delivery terms:** DDP Incoterms 2020
  - **Validity:** Quotes must state their validity period.
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#### 7. Ethical & Safeguarding Standards


RHHF requires all suppliers to uphold:


- Zero tolerance to child labor, sexual exploitation, and abuse

- Respect for human rights and international labor standards
  - Anti-corruption, anti-collusion, and transparency in procurement
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## **8. Whistleblower Contact**

Any concerns relating to fraud, abuse, or unethical practices may be reported confidentially to:

: [complaints@royalheritagehealthfoundation.org](mailto:complaints@royalheritagehealthfoundation.org)

: +234 806 230 3010

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## **9. Disclaimer**

RHHF reserves the right to reject any or all bids without obligation or explanation and may split the contract among multiple suppliers if deemed in the organization's best interest.

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### **For Enquiries:**

[procurement@royalheritagehealthfoundation.org](mailto:procurement@royalheritagehealthfoundation.org)