

REQUEST FOR QUOTATION

Leading in
disability inclusive
development



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

Date: 28\10\2025

PRF No: NG-0754-2025-CBM

SUPPLIER NAME/ADDRESS/PHONE NUMBER:

CBM CONTACT :

Administration Department
E-mail: elizabeth.anyebe@cbm.org
Phone No: +234(0) 805 837 0214

Dear Sir /Madam;

CBM is seeking qualified suppliers to provide a price quote for audio recording and data management 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 **Friday 31st October 2025**.

S/N	Description	Quantity	Unit Price	Total Price	Remarks
1.	Wireless 2 microphone for mobile type C, android phone voice recorder	1			
2.	Seagate 1TB back up plus hard drive	1			
3.	Oraimo boom pop pro-active noise cancellation over-ear headphones	1			
4.	Logitech wireless mouse – M185	1			
5.	Total cost inclusive delivery				

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 : <ol style="list-style-type: none"> The Quotation for consideration within 1 day after receipt of the Purchase Order or Signing of the Contract(Where Applicable). The detailed financial quote should be in Naira, The quotation should state clearly the validity period of quote (minimum 3 months), payment term and availability of product. Applicable 2%Withholding Tax will be deducted from price quotes and remitted to appropriate statutory bodies. 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> The Quotation MUST reach the CBM office on or before Friday 31st October 2025 to qualify for this Bid Request. <ul style="list-style-type: none"> Quotes must be submitted in hard copy or electronic to CBM Office located in 13 Okemesi Crescent, off Twon brass Street Garki 2, Abuja. The quotation should be on company letterhead duly signed and stamped by an authorized person of the company (or appropriate Proforma Invoice signed and stamped by authorized persons) and delivered to the CBM Office in a sealed envelope and addressed to CBM Office Procurement Committee. <p style="text-align: center;">Incomplete Quotations Shall Not Be Examined</p>	
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. <p><i>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.</i></p>	