REQUEST FOR QUOTATION (RFQ)

For the Supply of Manual Cashew shelling machines

RFQ Number:	[VA-RFQ-2025-050]
Date of Issue:	[25/10/2025]
Closing Date and Time for Submission:	[28/10/2025, 18:00 HRS]
Submission Method:	[Email to: boyedigital@gmail.com, Cc cfo@vertexagroltd.com]
Contact Person for Clarifications:	[Project Coordinator]
Contact Email/Phone:	[boyedigital@gmail.com, 08066783301]

Section 1: RFQ Invitation

1.1 RFQ Notice

Vertex Ago Limited has allocated funds for the supply of **six (6)** Manual Cashew shelling machines. Accordingly, Vertex Ago Limited wishes to invite reputable companies with relevant proven competence and experience to submit their quotations for the supply and delivery of the specified goods.

1.2 Scope of Supply

The Bidder is requested to provide a firm, fixed-price quotation for the goods listed in **Section 4: Price Schedule**. The supply includes delivery to the final destination and any other services specified in the technical requirements.

1.3 Eligibility and Qualification

Bidders must provide evidence of the following (as mandatory attachments to the quotation):

- Valid Company Registration Certificate.
- Relevant Tax Compliance Certificate/Status.
- Signed acceptance of the RFQ terms and conditions.

Section 2: Instructions to Bidders

2.1 Quotation Submission

- Quotations must be submitted on the Bidder's **Official Letterhead**.
- All prices must be quoted in **[Naira]** and must be inclusive/exclusive of all applicable taxes, clearly stating the tax component.

- The quotation must be signed by an authorized representative of the company.
- The subject line of the submission email must clearly state the **RFQ Number** and **Title** (VA-RFQ-2025-050**:** Quotation for Manual Cashew shelling machines).

2.2 Validity of Quotation

The submitted quotation shall remain valid for a minimum of **[60] days** from the closing date of the RFQ.

2.3 Evaluation and Award

Vertex Ago Limited reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of the contract, without thereby incurring any liability to the affected Bidder(s). The contract will be awarded to the lowest priced, substantially compliant quotation that meets the technical and financial requirements.

2.4 Delivery and Payment Terms

- **Payment Terms: [30 days after satisfactory delivery and installation]**

Section 3: Technical Specifications of Goods

Item No.	Description of Goods	Unit of Measure	Quantity Required	Technical Specifications (Min. Requirements)
1	Manual Cashew shelling machines	Set	6	Manual Cashew shelling machines

Section 4: Price Schedule (Financial Offer)

Vendor Name: [Insert Company Name]

RFQ Number: [VA-RFQ-2025-050]

Item No.	**Description of Goods/Service (Must match Section 3)**	**Unit of Measure (UOM)**	**Quantity (Qty)**	**Unit Price (Naira)**	**Total Price (Qty x Unit Price) (Naira)**
1	Manual Cashew shelling machines	Set	6		