REQUEST FOR QUOTATION

Leading in disability inclusive development

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

Date: 05\11\2025

PRF No: NG-0774-2025-CBM

SUPPLIER NAME/ADDRESS/PHONE NUMBER:	**CBM CONTACT :** **E-mail : procurement.nigeria@cbm.org**

Dear Sir/Madam.

CBM is seeking qualified suppliers to provide a price quote for **varieties of food items (as seen below)** 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 **9am, Monday 17th November 2025.**

S/N	Description	Quantity	Unit Price	Total Price	Remarks
1.	Big Bull (premium parboiled non-sticky- Rice 50kg	38			
2.	Small Bull (premium parboiled non-sticky- Rice 25kg	15			
3.	Semolina (10kg)	38			
4.	Semolina (5kg)	15			
5.	Kings Groundnut Oil 5 ltrs for 53 people	45 cartons			
6.	Spaghetti Carton (Golden penny)	38			
7.	Tomato paste (carton) Gino Pepper & Onions	38 cartons			
8.	Knorr Maggi beef	20 cartons			

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. **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 2%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 printed 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 email on or before 9am, Monday 17th November 2025 to qualify for this Bid Request.**
  - Quotes must be submitted in **electronic** to **procurement.nigeria@cbm.org**
  - 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.

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.