Request for Proposal for the following: RFQ Number: RHHF/UNFPA/RFQ/2025/Q4/004

ALL OFFERS MUST BE SUBMITTED TO ANY OF THE BRANCH OFFICES IN SEALED ENVELOPE OR TO procurement@royalheritagehealthfoundation.org
OFFERS NOT SUBMITTED AS SUCH MAY NOT BE CONSIDERED

BACKGROUND

In line with ongoing Sexual and Reproductive Health (SRH) and Gender-Based Violence (GBV) interventions funded by UNFPA and implemented across BAY States and other priority locations, there is an urgent need to strengthen service delivery through targeted procurements and vendor engagements. The proposed activities align with the establishment and operationalization of One Stop Centres (OSCs), Integrated Health Facilities (IHFs), Sexual Assault Referral Centres (SARCs), and Women and Girls Safe Spaces (WGSS) in BAY States and Kwara States.

To ensure effective implementation, commodities will be procured for the local assembly of dignity kits, alongside visibility and IEC materials to support awareness and outreach. Vendors will also be engaged for the supply of food to survivors at the various centres and facilities, event management services covering hall rental, catering, and projector provision during trainings and meetings, as well as toll-free line subscriptions to enhance survivor reporting and referrals. Additional procurements will cover drugs and medical consumables for OSCs, raw materials for vocational and livelihood training of survivors and vulnerable women and girls across YFSs, IHFs, OSCs, and WGSS, and refreshments during community and facility-based activities.

Furthermore, the project includes rehabilitation and equipping of an existing structure into a community safe space in Ilorin, Kwara State, procurement of skill acquisition materials for the centre, and renovation of existing structures in Kwara and Adamawa States into fully functional SARCs equipped with medical, forensic, laboratory, and administrative equipment, furniture, and fittings. Collectively, these interventions aim to strengthen survivor-centred response systems, promote women's empowerment, and advance integrated SRH and GBV service delivery in line with national standards and donor priorities.

In view of the above justification, RHHF is to engage a vendor(s) who will facilitate the production of Packaging bags, Advocacy bags, Visibility and Promotional materials, IEC materials, Data collection tools and other printing and branding needs

The Request for Quotations (RFQ) consists of the following Annexes.

a. Annex 1: RHHF terms and Conditions for service contracts
b. Annex 2: Supplier Profile
c. Annex 3: Request for proposal
d. Annex 4: Pricing Template

The following is the timeline for submission of bids

RFQ Launch Date	**11th November, 2025**
Deadline for seeking Clarifications	16th November, 2025
Deadline for submission of bids	20th November 2025 **10:00am**

The terms and conditions in Annex 1 will form part of the contract should we accept your offer

Below content are the list of items to be produced

NO.	ITEM	UoM	SPECIFICATION	QUANTITY
1	Packaging bag	1	Durable navy-blue school-style backpack made from high-quality non-woven fabric with turquoise blue piping and top flap closure	1
2	IPC Sheet for Dignity Kit	1	A4 glossy paper, printed in coloured front and back	1

3	Roll Up Banner	1	Standard roll-up banner (33" x 79") printed on high-quality flex material with aluminium base, support pole, and carrying bag.	1
4	Poster	1	Full-color A3 posters on 150gsm art paper	1
5	Stickers	1	High-quality vinyl sticker, waterproof and fade-resistant, with adhesive back and bold, full-colour print carrying GBV prevention messages and hotline information	1
6	Visibility Jacket	1	High-visibility reflective safety jacket made of durable polyester fabric with front zipper, two reflective strips, and customizable logo print	1
7	SRH Register	1	A3 size, hard cover, 100 pages, ruled and preprinted with relevant data fields for client record documentation.	1
8	Antenatal Card	1	A4 size, printed on quality cardstock with front and back layout for patient biodata, medical history, and follow-up visit records.	1
9	Clinical Folder	1	Patient folder made of durable 300gsm cardboard, A4 size, with printed sections for patient details, diagnosis, and treatment history	1
10	T-shirt	1	Quality branded round-neck cotton T-shirts with front and back logo print	1
11	Face Cap	1	Branded Face Cap with printed Logo	1
12	Data Gathering Tool	1	A4 size, double-sided, black and white on 80gsm paper	1

Kindly provide a well detailed and labelled sample of the items

Qualification – Required Documents:

The following documents must be submitted (filled in and signed as advised below) with your offers. Failure to do this, may lead to disqualification of suppliers.

S. No	Description of documents
1	General terms and conditions- Annex: 1
2	Supplier Profile - Annex:2
3	Pricing Form Annex: 4
4	Business Registration Certificate or Certificate of Incorporation
5	Recent Tax Compliance Certificate and TIN (Tax Identification Number)
6	Samples of item properly labeled
7	Evidence of Previous Supply
8	Evidence of registration with Bureau of Public Procurement

Samples submission:

a. All suppliers are requested (not mandatory) to provide sample of items as per listed specifications for inspection at no cost to RHHF or provide labelled pictures in a single pdf file.
b. The samples should be submitted to the address below:
Procurement and Logistics Unit, RHHF Headquarters, Ilorin, Kwara State.

c. The sample must conform to the provided specifications.
d. The samples should be submitted alongside the offer before the deadline for submission of offers. The samples should be clearly marked with Supplier's name.
e. RHHF shall return the samples to the suppliers once the decision is made and the supplier is selected. All suppliers will be notified to collect the samples. The suppliers will be responsible to collect the samples within 30 days of the notice, at their own expense.

NOTE

1) This RFQ does not commit RHHF to award a contract or to pay any costs incurred in the preparation or submission of offers, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or supplies.
2) **All or none clause:** RHHF reserves the right to accept or reject any or all offers, and the lowest offer need not be accepted without assigning any reason. Furthermore, the RHHF reserves the right to cancel the tender all together without assigning any reason, prior to the issuance of the purchase order/contract. RHHF also reserves the right to split the award of contracts/Purchase Order among the best compliant suppliers if it is in the best interest of the organization.

3) Suppliers must provide all requisite information and clearly and concisely respond to all points set out in this RFQ. Please present your submission and quotation accordingly and sequentially. Offers that do not fully and comprehensively address the RFQ may be rejected. Kindly note that unnecessary brochures not solicited for that provide beyond sufficient information are not encouraged. Proposals should be effectively prepared and organized according to the guidelines provided.

General Clauses:

a. Except where expressly varied in the contract, RHHF Terms and General Conditions attached hereto will apply **(Annex 1).**
b. Should your offer be accepted, you will be required to sign and return a contract confirming your acceptance to supply at rate sthat will be included in the contract annex.
c. RHHF reserves the right to make regular market comparisons of other suppliers to ascertain that we are receiving the best and most competitive price.
d. The service provider/s shall maintain true & correct records in connection with the goods to be supplied to RHHF.

Liquidated Damages:

Please be advised that a penalty of 0.5% per day up to a maximum of 10% of the DPP (INCOTERM 2020) value of each purchase order shall be charged for delivery after the agreed schedule which shall be clearly stipulated under each purchase order.

Transport Costs: The transportation costs must be included in the offered prices, covering delivery to the final destinations provided in the Table 1 above.

Taxation: Please note that your price quotation should not include VAT as RHHF is exempted from paying Value added tax, but WHT will be deducted by the organization

Payment Terms: The normal terms of payment of RHHF are through Bank transfer within 30 days of satisfactory delivery of goods and documents in apparent good order. Suppliers must therefore clearly specify in their offers the payment terms being offered, if different from these.

Supplier Registration Form: Suppliers must be registered with RHHF. Please fill in the supplier registration form **Annex 2** and return the same with your offer. Please note that documents should be in English.

DOCUMENTS: The following are the required documents with each delivery:

a. Commercial Invoice
b. Packing list
c. Delivery note
d. GRN - Goods Received Note (to be issued by RHHF)
e. Satisfactory Delivery Inspection Reports/Comments (To be issued separately or comments included in the GRN, as applicable - to be issued by RHHF)
f. Any other document as required in the relevant Purchase Order / Contract.

Bid Evaluation: The supplier shall be evaluated based on the submitted offers as well as supplier registration form and supporting documents. The evaluation will involve consideration of several factors such as the following, but not limited to:

a. Delivery timeline
b. Compliance with the required specifications
c. Unit cost
d. Previous relevant experience
e. Reference from previous client
f. Business Reputation

Pertinent Information: RHHF is not bound to select any of the suppliers submitting the offers and does not bind itself in any way to select the firm offering the lowest price. The contract will be awarded to the offer considered most responsive to the needs, as well as conforming to RHHF general principles, including economy and efficiency and best value for money.

Quality Assurance:

a. Prior to and /or after signing the Purchase contract, a supplier/factory evaluation may be done to determine that the factory meets acceptable standards. This may include but not limited to; standards such as social compliance in accordance with technical competence and quality assurance.
b. All products may be subject to inspection and testing (if applicable) by RHHF or its designated representatives, to the extent practicable at all times and places, prior to final acceptance by RHHF. Such testing shall be done in accordance with SAQL (standard Acceptable Quality Limit, wherever applicable) and penalties plan.
c. RHHF strives to deliver quality goods to its beneficiaries and constitutes the dignity, health and safety of the beneficiaries at its topmost priority. As a general rule, goods not compliant to the required specifications shall be straight away rejected. Therefore, to ensure that right goods are delivered by the supplier a penalty clause shall be stipulated in the Purchase agreement to cover the concerns related to delivery of non-compliant goods.
d. In case of procurement funded by specific donors, the donor, if required, shall be able to conduct inspection of consignment or test at supplier's premises. All inspection and tests on the premises of the supplier shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the supplier.

Non-Conforming Items:

a. Once items have been received, RHHF reserves the right to not accept, if any item or particulars are found to be non-conforming during inspection process. All costs associated with visual or laboratory inspections which are found to be non-compliant will be borne by the supplier including the associated penalties because of the non-compliant products.
b. If any inspection or test is made on the premises of the supplier, the supplier shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspection and tests on the premises of the shelter shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the supplier.

Penalty Clause:

Please be advised:

a. In the event of any delay in the delivery of the goods covered by the order/contract, or in their transport until delivery up to the final destination/s, for reasons attributable to the Supplier, RHHF reserves the right to apply a delay penalty, equivalent to 0.5 per cent (%) of the value of the goods delayed for each day up to a maximum of 10% of the DDP (INCOTERM 2020).
b. The above-mentioned penalty will under no circumstances exclude the Supplier from the obligation to compensate RHHF for any damages incurred as a result of the delay.
c. If the supply has not been completed during the agreed time period, any additional costs or damages incurred by the RHHF due to such delay may be withheld from any amounts owed to the Supplier.

Corporate Social Responsibility

Social standards: The suppliers either working or seeking to work with RHHF must commit to respect internationally recognized human rights principles and labour standards, suppliers or service providers must:

a. Conduct their business in respect of fundamental human rights and be in no way complicit in human rights abuses.
b. Uphold the abolition of all forms of forced labour.
c. Uphold effective elimination of child labour.
d. Guarantee a safe working environment for employees.

Environmental considerations: Whenever possible and economically viable, RHHF seek to procure goods and services that lessen the burden on the environment. The supplier's environmental performance shall be passed on the following criteria:

a. Environmental policy, committing the supplier to reduce environmental impacts.
b. Resources dedicated to environmental management (dedicated function or team).
c. Implementation of an environmental management system.

Code of Conduct Clause:

Principles of Conduct Clause: Suppliers seeking to work with RHHF shall respect the following principles:

a. **Business Ethics:** Supplier is expected to maintain the highest degree of business ethics when working with RHHF.
b. **Transparency of information provision:** Supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.
c. **Fair competition:** Supplier shall not be involved in any corrupt, collusive or coercive practices. **Corrupt practice** refers to the act of offering, giving, receiving, or soliciting anything of value—whether directly or indirectly—to unduly influence the decisions or actions of a procuring or contracting entity. This behavior undermines fair competition and can lead to biased contract awards or distorted procurement outcomes. **Fraudulent practice** involves any act or omission, including deliberate misrepresentation, intended to mislead a procuring or contracting entity. These acts are typically aimed at gaining financial or other benefits unjustly, or at evading contractual obligations. Such deception erodes trust and can result in significant financial losses or substandard project delivery. **Collusive practice** occurs when two or more bidders secretly conspire to manipulate the tender process. These undisclosed arrangements are made to alter the competitive nature of bidding and secure undue advantages. Collusion undermines healthy competition and often leads to inflated costs or compromised service quality. **Coercive practice**, on the other hand, entails threats or actual harm—either direct or indirect—towards participants in the procurement process. The intent is to improperly influence their actions or decisions. Coercion is a grave misconduct that disrupts fair participation and may compromise the safety and integrity of stakeholders involved.
d. **Officials not to benefit:** The Supplier represents and warrants that no official of RHHF has been, or shall be, admitted by the Supplier to any direct or indirect benefit arising from this Request for Quotation, Purchase Order / Contract or the award thereof. The Supplier agrees that breach of this provision is a breach of an essential term of this Purchase Order/Contract.
e. If at any time during the registration or procurement process RHHF determines that the supplier is in violation of the above-mentioned principles, that supplier's request for registration or offer may be rejected as ineligible. All costs in relation to the cancellation of contracts shall be borne by the supplier.In case of illegal or corrupt practices have related to the award of the execution of the Purchase Order/contract, RHHF has the right to terminate the Purchase Order or cancel the Contract by giving a notice of the termination in writing to the supplier.

PSEA

All vendors that will be engaged shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or any of its personnel or any other persons who may be engaged by the partner to perform any services under all RHHF related contracts.
For this reason, vendors shall refrain from any sexual activity with persons less than eighteen years of age regardless of consent or age of majority.

In addition, vendors shall refrain from exchange of money, goods and services for anything of value for sexual Favors or any form of degradation.

Safeguarding

a. Consistent with our values and the charitable purposes for which we exist, the RHHF expects the Supplier to safeguard from abuse or harassment:

   i. its staff, employees, contractors, agents and/or any others retained or engaged by it; and

   ii. Those who come into contact with its staff, employees, contractors, agents and/or any others retained or engaged by it.

   The Supplier warrants that it shall take all reasonable steps to prevent:

   i. actual, attempted or threatened abuse, harassment or sexual exploitation by its staff, employees, contractors, agents, volunteers or any others retained or engaged by the Supplier; and
   ii. its staff, employees, contractors, agents, volunteers or any others retained or engaged by the Supplier engaging in any abuse of a child under 18 or an adult at risk of abuse in the course of their work for the Supplier,

   And

b. the Supplier confirms that such steps shall include, at the very least:

   iii. full compliance with all relevant statutory and regulatory requirements relating to safeguarding, an appropriately robust safeguarding policy, performance of disclosure checks at the appropriate level on any staff, employees, volunteers or other persons under the control of the Supplier who come into contact with children under 18 or adults at risk of abuse in the course of their work for the Supplier, and prevention of any unsupervised contact between staff, employees, volunteers or other persons under the control of the Supplier and children under 18 or adults at risk of abuse in the course of their work for the Supplier; and

   iv. Taking all reasonable steps to ensure compliance with the above by any sub-contractors or agents of the Supplier.

c. If the Supplier becomes aware of any safeguarding issues in relation to the voucher programme they will notify the relevant focal point at RHHF immediately.

Whistle blowing

a) In the case that any misconduct has occurred by staff or volunteers of RHHF, or by anyone involved, it should be raised reported to *sadewoye@royalheritagehealthfoundation.org*

b) Alternatively contact can be made through RHHF protected reporting system which is a confidential route for raising concerns and be assured they will be fully addressed. RHHF projected reporting system can be used to report any possible breaches such as corruption, fraud, dishonesty, harassment, sexual violence and abuse, unethical behavior and abuse of child labour. Calls can be anonymous and can be done by calling +234 8062303010 or by filling directly a complaint on *complaints@royalheritagehealthfoundation.org*

Validity: It is important that all vendors state their quotation validity

Enquiry:

Contact: procurement@royalheritagehealthfoundation.org