ROYAL HERITAGE HEALTH FOUNDATION (RHHF)
Ilorin, Kwara State, Nigeria
Request for Quotation (RFQ) – National Invitation to Tender

RFQ Number: RHHF/UNFPA/RFQ/2025/Q4/004
Issue Date: 11th November 2025
Deadline for Submission: 20 November 2025, 10:00 AM (WAT)

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1. 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.

2. Scope of Supply

The bidder will be responsible for the **supply and delivery of items for 5,000 dignity kits** to RHHF offices in **Ilorin (Kwara State)** or **Maiduguri (Borno State)**. Each kit must include 16 specific hygiene and dignity-related items (toothpaste, towel, reusable pads, torch light, wrapper, etc.) as per detailed **technical specifications** listed in Annex 3.

3. Submission Guidelines

- Offers must be submitted **in sealed envelopes** to any of RHHF's offices OR **by email** to: **procurement@royalheritagehealthfoundation.org**.
- **Deadline for clarifications:** 16 November 2025.
- **Deadline for submission of bids:** 20 October 2025, 10:00 AM.
- Samples are **highly encouraged either physically or as labeled images in a single pdf document. Physical samples** should be delivered to:
  Procurement Unit, RHHF Headquarters, Ilorin, Kwara State, Nigeria.

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

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.

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

8. Whistleblower Contact

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

📧: complaints@royalheritagehealthfoundation.org
📞: +234 806 230 3010

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.

For Enquiries:
procurement@royalheritagehealthfoundation.org