



Invitation to Bid for the following: ITB Number: RHHF/UNFPA/ITB/2026/Q1/001

**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

Royal Heritage Health foundation (RHHF) is a non-Governmental and not for profit Organization committed to creating a society where the poor and vulnerable have equal access to quality education, health, infrastructure and dignity of human person. RHHF is one of United Nations Population Fund (UNFPA) Implementing Partners (IPs) in executing projects in different parts of the country.

Gender-Based Violence (GBV) remains a critical human rights and public health concern that is often intensified in contexts of insecurity, communal unrest, displacement, and humanitarian emergencies. GBV manifests in multiple forms including physical, sexual, psychological, emotional, economic, and harmful traditional practices. Survivors frequently experience immediate physical injuries, long-term psychological trauma, disrupted livelihoods, stigma, and barriers to accessing essential health and protection services.

Following the recent security incidents and attacks in Woro and Nuku communities of Kaiama Local Government Area, Kwara State, affected households experienced varying levels of displacement, loss of livelihoods, and disruption of community protection structures. Women, adolescent girls, persons with disabilities, and other vulnerable groups have become increasingly exposed to GBV risks, including sexual exploitation, intimate partner violence, early/forced marriage, and neglect of sexual and reproductive health (SRH) needs. Concurrently, the disruption of local health service delivery and weakened referral pathways has reduced access to timely clinical management of rape, psychosocial support, family planning services, and other lifesaving SRH interventions.

With funding support from the United Nations Population Fund (UNFPA), the Royal Heritage Health Foundation (RHHF) proposes a targeted humanitarian response to deliver integrated SRH and GBV services to affected populations in Woro and Nuku communities. The intervention will prioritize survivor-centred GBV response, including confidential case identification, safe disclosure mechanisms, psychological first aid, and strengthened referral linkages to health, legal, and protection services. In parallel, essential SRH services will be provided through outreach and facility-based support to ensure access to family planning commodities, maternal health services, clinical management of rape, and health education.

This lifesaving intervention is expected to mitigate GBV risks, restore access to essential SRH services, strengthen community awareness of available support systems, and enhance protective environments for women and girls. Ultimately, the response will contribute to reducing preventable morbidity and mortality, promoting dignity, and supporting recovery among crisis-affected populations in Kaiama LGA.

In view of the above justification, RHHF is to engage a vendor(s) who will facilitate the supply of commodities needed to assemble 500 locally packaged dignity kits.

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
- e. Annex 5: Declaration of Undertaking

The following is the timeline for submission of bids

RFQ Launch Date	10th March, 2026
Deadline for seeking Clarifications	13th March, 2026
Deadline for submission of sealed bid	16th March, 2026 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 per kit and the proposed quantity is 500 Dignity kits to be delivered to the head office in Ilorin, Kwara State.

TABLE 1

NO.	ITEM	UoM	SPECIFICATION	QTY PER KIT
1	Toothbrush	pcs	Medium strong, toothbrush, NAFDAC registered, Approved by SON and Nigerian Dental Association, Includes batch number and expiry date	1
2	Toothpaste	pcs	160g, anti-bacterial zinc, with sodium fluoride (0.32% w/w 1450ppm Fluoride) packing: limanated tube with screw cap and safety seal,	1

			contains sorbitol, sodium lauryl sulphate, includes batch number & expiring date	
3	Pants	pcs	Size: Variety (L, XL, XXL), Pure Cotton	3
4	Whistle	pcs	Plastic whistle, ABS material, Loud and high-pitched (≥ 110 decibels) audible from 200–300 meters in open space with lanyard, assorted colors.	1
5	Bucket	pcs	3.0mm 10 liters bucket with fitted lid	1
6	Shaving Stick	pcs	Single-blade/disposable razor, plastic handle, stainless steel blade, individually wrapped, hygienic use.	1
7	Comb	pcs	Plastic, 6–8 inches, anti-static, wide teeth, durable, unbreakable.	1
8	Bar Soap	pcs	70 grams antiseptic soap	2
9	Solar Torch Light	pcs	Built in solar panel with usb charging. 6 to 8 hours run time after full charge	1
10	Wrapper (Ankara)	pcs	cotton-polyester blend, with cotton content ranging from 70% to 80%, 6 yards (5.4m), vibrant wax print	1
11	Petroleum Jelly	pcs	100mls, skin protectant, original variant, sealed plastic container.	1
12	Cotton Towel	pcs	100% cotton, size: 27x54 inches, 400–500 GSM, absorbent, soft, durable individually wrapped.	1
13	Slippers	pcs	PVC or rubber sole, open-toe, anti-slip, lightweight, durable, (assorted sizes)	1
14	Detergents	pcs	850grms, scented, packaged in sachet or plastic pouch.	1
15	Mat	pcs	Plastic woven mat, size: 3x6 ft, lightweight, foldable, water-resistant, easy-clean	1
16	Scarf	pcs	Women's head scarf made from durable, soft fabric (preferably chiffon or silk), neatly finished edges, colorfast, lightweight and comfortable for daily wear	1

Technical Evaluation (Weighted)

The technical evaluation will assess the bidder's capacity, experience, and compliance with the required specifications. A **minimum technical score of 70%** is required to qualify for financial evaluation.

Criteria	Description	Maximum Score
Compliance with Technical Specifications	Degree to which the goods meet required specifications	50
Relevant Experience	Proven experience supplying similar items	10
Delivery Capacity	Ability to meet required delivery timelines	30
Past Performance	References from previous clients or contracts	10

Total Technical Score: 100

Financial Evaluation

Financial proposals will be evaluated based on cost competitiveness and completeness of pricing.

The bidder offering the lowest evaluated responsive bid among technically qualified bidders will be considered for contract award.

Samples submission:

- All suppliers are requested to provide sample of items as per listed specifications for inspection at no cost to RHHF.
- The samples should be submitted to the address below:
Grants Unit, RHHF Headquarters, Ilorin, Kwara State.
- The sample must conform to the provided specifications.
- 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.
- 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

- 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: RHFF 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 RHFF reserves the right to cancel the tender all together without assigning any reason, prior to the issuance of the purchase order/contract. RHFF 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, RHFF 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(s) that will be included in the contract annex.
- c. RHFF 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 RHFF.

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 RHFF is exempted from paying Value added tax but WHT will be deducted by the organization

Payment Terms: The normal terms of payment of RHFF are through Bank transfer within 30 days maximum 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 RHFF. 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. Invoice
- b. Delivery note
- c. GRN - Goods Received Note (to be issued by RHFF)
- d. 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:

BID EVALUATION CRITERIA AND METHODOLOGY

Evaluation Approach

All bids received shall be evaluated using a three-stage process to ensure transparency, fairness, and compliance with procurement requirements.

The evaluation stages shall include:

- Preliminary Examination (Pass–Fail Assessment)
- Technical Evaluation (Weighted Scoring)
- Financial Evaluation

Only bids that successfully pass each preceding stage shall proceed to the next stage.

Stage 1: Preliminary Examination (Pass–Fail Criteria)

Bidders must submit the following documents as part of their bid submission. These requirements are mandatory and will be evaluated on a Pass/Fail basis. Failure to provide any of the required documents or information may result in the disqualification of the bid from further evaluation.

S/N	Requirement	Evaluation Method
1	Signed General Terms and Conditions (Annex 1) indicating acceptance of the conditions of the ITB	Pass/Fail
2	Completed Supplier Profile Form (Annex 2)	Pass/Fail
3	Completed Pricing Form (Annex 4) duly signed and stamped	Pass/Fail
4	Business Registration Certificate / Certificate of Incorporation	Pass/Fail
5	Valid Tax Compliance Certificate and Tax Identification Number (TIN)	Pass/Fail
6	Samples of items properly labeled in accordance with the specifications provided	Pass/Fail
7	SCUML Certificate (where applicable)	Pass/Fail
8	Bank Reference Letter / Cover Letter from Bank confirming financial credibility	Pass/Fail

9	Company Profile indicating operational capacity and experience	Pass/Fail
10	Evidence of Previous Similar Supplies (purchase orders, contracts, or reference letters)	Pass/Fail

Only bidders that achieve **Pass** in all criteria shall be deemed responsive and advance to technical evaluation.

Stage 2: Technical Evaluation (Weighted Criteria)

Technically responsive bids shall be evaluated using weighted criteria to determine the degree to which each bid meets the requirements of the solicitation.

The technical evaluation shall be conducted based on the following criteria:

Technical Evaluation Matrix

The technical evaluation will assess the bidder's capacity, experience, and compliance with the required specifications. A **minimum technical score of 70%** is required to qualify for financial evaluation.

Criteria	Description	Max Score
Compliance with Technical Specifications	Degree to which the goods meet required specifications	40
Relevant Experience	Proven experience supplying similar items	10
Delivery Capacity	Ability to meet required delivery timelines	30
Past Performance	References from previous clients or contracts	10
Quotation Validity	Period during which a supplier commits to maintaining the quoted price and conditions.	10

Total Technical Score: 100

The minimum technical qualifying score shall be **80%**, Only bidders meeting this threshold shall proceed to financial evaluation.

4. Stage 3: Financial Evaluation

Financial proposals will be evaluated based on cost competitiveness and completeness of pricing.

The bidder offering the lowest evaluated responsive bid among technically qualified bidders will be considered for contract award.

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:

- 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.
- 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.
- 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.
- 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:

- 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 as a result of the non-compliant products.
- 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:

- 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).
- 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.
- 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

Delivery Terms: The contract is for delivery under DDP Incoterm 2020

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

Enquiry: Contact: procurement@royalheritagehealthfoundation.org