**ROYAL HERITAGE HEALTH FOUNDATION (RHHF)**

*Ilorin, Kwara State, Nigeria*

**Invitation To Bid (ITB)**

**RFQ Number:** RHHF/UNFPA/ITB/2026/Q1/001
**Issue Date:** 10th March 2026
**Deadline for Submission:** 16th March 2026, 10:00 AM (WAT)

**1. 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.

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 of Kaiama LGA of Kwara State. 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.

**2. Scope of Supply**

The bidder will be responsible for the supply and delivery of items for 500 dignity kits to RHHF office in Ilorin (Kwara State). Each kit must include context specific hygiene and dignity-related items 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:** 13th March 2026.
- **Deadline for submission of bids:** 16th March 2026, 10:00 AM.
- Samples should be delivered to:
  **Grants Unit, RHHF Headquarters, Ilorin, Kwara State, Nigeria.**

**4. Required Documentation**

Vendors must include the following in their submission:

| 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 labelled |
| 7 | SCUML Certificate |
| 8 | Bank Reference/Cover Letter |
| 9 | Company Profile |
| 10 | Evidence of Previous Supplies |

**5. Evaluation Criteria**

Bids will be evaluated based on the following:

- Compliance with technical specifications and sample quality
- Delivery timelines and logistical capacity
- Unit cost and value for money

**6. Additional Provisions**

- RHHF is **VAT-exempt**; quotations should **exclude VAT**. WHT will be deducted.
- **Payment terms**: Maximum 30 days after satisfactory delivery and documentation
- **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