REQUEST FOR QUOTATION

Leading in disability inclusive development

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

Date: 01\09\2026

PRF No: NG - 0591-2026 -CBM

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

Dear Sir/Madam.

CBM is seeking qualified suppliers to provide a price quote for Car Hire 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 **10am, Thursday 3rd September 2026.**

S/N	Description	Quantity	Unit Price	Total Price	Remarks
	Vehicle Hire (Sienna for 6 persons) for Fieldwork for 4 Days (8th to 11th Sept, 2026). Round Trip from Abeokuta to: 8th- SAGAMU LGA 9th - IPOKIA LGA 10th - YEWA NORTH 11th – EWEKORO LGA	9 vehicles per day			

Thank you,

Administration department

TERMS AND CONDITIONS OF QUOTATION

Delivery Terms	Must be in good condition
Delivery Place	Ogun state
Payment Terms	100% Payment after Service Delivery.
Validity of Quotation	1 months

Additional Terms & Conditions :

1. The detailed financial quote should be in **Naira.**
2. The quotation should state clearly the **validity period of quote (minimum 3 months), payment term** and **availability of product.**
3. Applicable 10**%** Withholding Tax will be **deducted** from price quotes and remitted to appropriate statutory bodies.
4. 100% after service delivery.

Quotations submission requirements:
The quotation shall contain the following documents:

- Copies of Company legal identity (CAC Certificate & Form C07, Tax clearance certificate, Status report, other relevant legal documents and license of dealership if applicable).
- Submission of Copies of FIRS **Updated** TAX IDENTIFICATION NUMBER (TIN)
- Detailed description of the quoted items (with pictures where possible)

Mode of Submission of quotation:

- **The Quotation MUST reach the CBM office on or before 10am, Thursday 3rd September 2026 to qualify for this Bid Request.**
  - Quotes must be submitted in **electronic** to CBM via elizabeth.anyebe@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).**

Incomplete Quotations Shall Not Be Examined

Evaluation criteria:
Quotations will be evaluated based on their responsiveness to the specifications, financial quote, validity of quote, 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.