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**REQUEST FOR QUOTATIONS (RFQ)**

**To:** Eligible Suppliers

**Project:**CHILD AND ADOLESCENT SURVIVOR INITIATIVE

**Title of work:** Supply of commodities for locally packaged dignity kit

**PR Ref No:** RHHF/CASI/PRF/Q2/04/004

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**Date :** 18/04/2022

1. **About RHHF**

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 Child and Adolescent Survivor Initiative (CASI) Implementing Partners (IPs) in executing projects in different parts of the country.

Dignity kits is to be provided to GBV survivors (child, Adolescent and women) who access the OSC. The Dignity Kits helps women and girls maintain their dignity during humanitarian crises and support women’s self-worth and self-confidence by assisting them in providing care and protection to their household at large. The Dignity Kit will contain Reusable sanitary pads, Tooth brush, Tooth paste, 3-in-1 packaged pants, Hijabs, Mats, Flash lights, combs, shaving sticks, bathing and washing soaps, PPE materials such as rewashable face masks, liquid soap and alcohol-based hand sanitizer.

RHHF is to engage a vendor to supply the organization with commodities needed for the locally assembled dignity kits.

1. **Objective**

The objective of the RFQ is to identify a supplier who can provide RHHF with the above-mentioned commodities. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

1. **Overview of Evaluation Process**

Quotations will be evaluated based on the compliance with the specifications stated and the total cost of the products (price quote).

1. **Delivery**

All executed contracts shall be handed over to and verified with by the Procurement Department.

1. **Bribing**

RHHF has zero tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to RHHF personnel.

Royal Heritage Health Foundation hereby solicits a quotation for provision of any of the following categories of commodities:

* **Dignity Items**

1. **Wisdom Toothbrush 150**
2. **Cotton Towel 150**
3. **200 grms Dabur Toothpaste 150**
4. **3 in 1 Packaged Pants 150**
5. **4 by 8 Plastic Mats 150**
6. **Solar Torch Light 150**
7. **Plastic Comb 150**
8. **Bic Shaving Sticks 300**
9. **Septol Bathing Soap 300**
10. **Alcohol Based Hand Sanitizer 150**
11. **Bucket 150**

This Request for Quotation is open to all legally-constituted Vendors that can provide the requested commodities and services and have legal capacity to perform in the country, or through an authorized representative and can be sent via hardcopy to our Head Office at:

**No 40, Ifesowapo Phase 1, Kilanko, Offa Garage Road, Ilorin, Kwara State**

**or**

**any of our Branch Office in Adamawa, Oyo, Lagos, Borno and Yobe States:**

Vendors who are of the opinion that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to Director of Administration via [sadewoye@royalheritagehealthfoundation.org](mailto:sadewoye@royalheritagehealthfoundation.org).

* RHHF RESERVES THE RIGHTS TO SPLIT CONTRACT AWARD FOR THE SAKE OF MITIGATING DELIVERY RISKS.
* ALL QUOTATIONS THAT WILL BE CONSIDERED MUST BE SUBMITTED BY 12PM ON 21stAPRIL 2022

Signed

**Procurement Dept.**

***The Procurement Unit, Royal Heritage Health Foundation***

***NO 40, Ifesowapo Phase 1, Kilanko, Offa Garage, Ilorin, Kwara State.***

[***rhhfoundation.ng@gmail.com***](mailto:rhhfoundation.ng@gmail.com)