



ROYAL HERITAGE HEALTH FOUNDATION

REQUEST FOR QUOTATIONS (RFQ)

To: Eligible Suppliers

Project: NIGERIA HUMANITARIAN FUND

Title of work: HOSPITALITY

PR Ref No: RHHF/NHF/DIS/PRF/Q1/009

RFQ No: RHHF/NHF/DIS/RFQ/Q1/004

Date : 20/03/2024

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 Nigeria Humanitarian Fund (NHF) Implementing Partners (IPs) in executing projects in Northeast Nigeria.

The enduring 14-year humanitarian response in Northeast Nigeria has inadvertently neglected the unique needs of women and children with disabilities. Recent data highlights a significant gap in understanding and addressing their challenges emphasizing the need for a focused multi-sectoral needs assessment. Funding constraints have further exacerbated the challenges faced by the disability sector, as it is in its inception stage. The absence of a centralized mechanism hinders the ability to advocate for, access, and allocate resources efficiently. As a result, the sector struggles to implement comprehensive programs that cater to the specific and unique requirements of individuals with disabilities. Establishing and strengthening a Disability Working Group is not only vital for improving coordination but also for addressing funding constraints. A dedicated working group will serve as a focal point for advocacy, sensitization/awareness, training, resource mobilization, and strategic planning. This underscores the urgency of implementing a targeted initiative to address the specific challenges faced by this vulnerable group especially Women and children with disabilities in the humanitarian response in Northeast Nigeria. Implementation of a multi-sector needs assessment, with a particular focus on women and children with disabilities, will provide an insight. Mentorship programs for OPDs in resource mobilization will empower these organizations.

In view of the above activities RHHF is to engage a vendor(s) who will provide hospitality during implementation activities in mubi north, hong and michika in Adamawa state.

2. OBJECTIVE

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

GENERAL INSTRUCTION TO SUPPLIERS:

Description of Goods: RHHF requests prospective suppliers to submit quotation for the items below:

Commodity	UOM	QTY	FREQ
Refreshment for community volunteer during GBV safety audits (quarterly)	Standard	15	1
Public Address system during sensitization and awareness	Lump	3	2
Daily feeding of survivor (breakfast, lunch/dinner)	Standard	N/A	N/A

Tea-break for staff during Braille training module	Standard	16	3
Lunch for staff during Braille training module	Standard	16	3
Tea-break during social behavioural change workshop	Standard	13	3
Lunch during social behavioural change workshop	Standard	13	3
50 Capacity Hall hire during social behavioural change workshop	Lump	1	3
Tea-break during training on strengthen the capacity of 30 GBV service provider on CMR,MHPSS & SRH	Standard	35	5
Lunch during training on strengthen the capacity of 30 GBV service provider on CMR,MHPSS & SRH	Standard	35	5
50 Capacity Hall hire during training on strengthen the capacity of 30 GBV service provider on CMR,MHPSS & SRH	Lump	1	5
Tea-break during training on IASC guidelines on disabilities in humanitarian setting	Standard	78	2
Lunch during training on IASC guidelines on disabilities in humanitarian setting	Standard	78	2
50 Capacity Hall hire during training on IASC guidelines on disabilities in humanitarian setting	Lump	3	2
Projector hire and flip chart stand	Lump	3	2
Tea-break during Training for COMBAT, Community leaders and Stakeholders	Standard	45	2
Lunch during Training for COMBAT, Community leaders and Stakeholders	Standard	45	2

3. CORRUPT, FRAUDULENT, AND COERCIVE PRACTICES

RHHF requires that all RHHF Staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. RHHF shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy. RHHF defines for purposes of this paragraph the terms set forth below as follows:

Corrupt practice

means the offering, giving, receiving or soliciting, directly or indirectly, of any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;

Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;

Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;

Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

4. CONFLICT OF INTEREST

All Suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Supplier may be considered to have conflicting interest under any of the circumstances set forth below:

A Supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decisions of the Mission/Procuring Entity regarding this quotation process

A Supplier submits more than one Quotation in this Quotation process;

A Supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this quotation process.

5. CONFIDENTIALITY AND NON-DISCLOSURE

All information given in writing to or verbally shared with the Supplier in connection with this General Instruction is to be treated as strictly confidential. The Supplier shall not share or invoke such information to any third party without the prior written approval of RHHF. This obligation will continue after the procurement process has been completed whether or not the Supplier is engaged.

6. RHHF'S RIGHT TO ACCEPT ANY QUOTATION AND TO REJECT ANY AND ALL QUOTATIONS

RHHF reserves the right to accept or reject any quotation and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for RHHF's action.

7. OVERVIEW OF EVALUATION PROCESS

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

Following is the evaluation criteria for the quotations to be submitted:

- i. Company registration with Corporate Affairs Commission
- ii. Cost Effectiveness
- iii. Guaranty of Products
- iv. Business Reputation
- v. Price Validity

8. PAYMENT TERMS

100% Payment shall be made upon delivery of Commodities or Services and submission of due documents.

9. DELIVERY

All commodities and consumables ordered shall be delivered in full, No partial delivery except otherwise stated by the Procurement Manager or as specified in the Local Purchase Order.

10. BRIBING

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

11. 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.

*This Request for Quotation is open to all legally-constituted companies 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 Offices in Adamawa, Borno and Yobe States** or softcopy to procurement@royalheritagehealthfoundation.org.*

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.

- **ALL QUOTATIONS THAT WILL BE CONSIDERED MUST BE SUBMITTED ON OR BEFORE 2PM ON 28th MARCH 2024.**

NOTE: The Quotation must be printed on company's letter head and signed by the company's relevant authority before submission

**The Procurement Unit,
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