



# ROYAL HERITAGE HEALTH FOUNDATION

## REQUEST FOR QUOTATIONS (RFQ)

To: Eligible Suppliers

Project: NIGERIA HUMANITARIAN FUND

Title of work: Tea break, Lunch, Refreshments and Hall Hire

PR Ref No: RHHF/NHF/PRF/002

RFQ No: RFQ/RHHF/NHF/NG/Q4/2024/002

Date : 18/11/2024

### 1. ABOUT RHHF

Royal Heritage Health foundation (RHHF) is a non-governmental and nonprofit 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.

Royal Heritage Health Foundation (RHHF) will lead in providing a multi-sectoral and multi-faceted humanitarian response that covers Health, Wash, GBV and Child Protection (CP) for six months that will address the need to prevent and reduce mortality across all population categories in Jere LGA.

RHHF will implement both the Health and WASH activities in Jere LGA where essential health essential services will be provided to the displaced and vulnerable host community people through health facilities that will provide treatment for minor ailments, routine immunization, nutrition screening, antenatal and delivery and postnatal services, mental health, GBV, and referral services; provide hygiene kits, long-lasting insecticide nets (LLINs) and cholera RDT Test; risk communication and community engagement on basic hygiene and disease prevention measures; provide portable water and hygiene measures; conduct surveillance: early detection, reporting, and response: Joint RRT Health and Wash for suspected cases of Cholera, Active Case Search (ACS), contact tracing, investigation, and case management for waterborne and vaccine preventable diseases in the camps; ensure that the existing water sources- wells, boreholes, and storage tanks are not contaminated by floodwater and provide rapid chlorination where necessary including bucket chlorination at handpumps; repair and rehabilitation of 20 flood-affected and non-functioning water points; provide water quality testing and Monitoring- Conduct continuous monitoring of water sources to assess contamination and initiate immediate treatment procure and distribute hygiene kits to the displaced families including water purification tablets; hygiene promotion and dissemination of messages focusing on handwashing, safe water use, and disease prevention focusing on cholera prevention;

In view of the above activities RHHF is to engage a vendor(s) who will facilitate the provision of hall hire and refreshment during project inception meeting with stakeholders, hall hire tea breaks and lunch during training of 14 CHVs, hall hire tea breaks and lunch during training of 12 Nurses and 22 CHEWs, Refreshment for medical team during case identification, mobilization and sensitization, hall rental and light refreshment during LGA level coordination meeting, hall rental and standard refreshment during advocacy meeting with stakeholders, hall hire tea breaks and lunch during training of 20 Community Hygiene promoters, hall hire tea breaks and lunch during training of 30 community disinfectors, hall rental and standard refreshment during monthly community stakeholders meeting, standard refreshment during Water quality testing and monitoring across 20 water points,

### 2. OBJECTIVE

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

**GENERAL INSTRUCTION TO SUPPLIERS:**

1. Description of Goods: RHHF request prospective suppliers to submit quotation for the items below:

Commodity	UOM	QTY	FREQ
50 Capacity Hall Hire during project inception meeting	Lump	2	2
Refreshment during project inception meeting	Standard	50	2
50 Capacity Hall Hire during training of Community Health Volunteers	Lump	1	3
2 Tea Break during training of Community Health Volunteers	Standard	18	3
Lunch	Standard	18	3
50 Capacity Hall Hire during training of Community Disinfectors	Lump	1	3
2 Tea Break during training of Community Health Volunteers	Standard	40	3
Lunch during training of Community Health Volunteers	Standard	40	3
50 Capacity Hall Hire during training of Community Hygiene Promoters	Lump	1	3
2 Tea Break during training of Community Hygiene Promoters	Standard	30	3
Lunch during training of Community Hygiene Promoters	Standard	30	3
50 Capacity Hall Hire during training of Nurses and CHEWs	Lump	1	3
2 Tea Break during training of Nurses and CHEWs	Standard	38	3
Lunch during training of Nurses and CHEWs	Standard	38	3
50 Capacity Hall Hire during Advocacy meeting with Stakeholders	Lump	1	2
Refreshment during Advocacy meeting with Stakeholders	Standard	30	2
Refreshment during case identification, mobilization and sensitization	Standard	15	6
Refreshment during water quality testing and monitoring	Standard	15	4
Refreshment during LGA Level Coordination Meeting	Light	40	2

**NOTE: Kindly Note that all the activities will take place in Jere LGA of Borno State and as such Hall must be provided within the specified LGA, Food supplies will also be delivered to the same location. Local Purchase Orders will be sent accordingly to selected vendors specifying the activity date as appropriate.**

**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:

- i. Corrupt practice means 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;
- ii. 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;

- iii. 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;
- iv. 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:

- i. 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
- ii. A Supplier submits more than one Quotation in this Quotation process;
- iii. 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).

The following is the evaluation criteria for the quotations to be submitted:

- i. Complete Documents of Company registration with Corporate Affairs Commission
- ii. Tax Clearance certification and other statutory documents
- iii. Clarity of Quotation
- iv. Evidence of Previous Supply or Service rendered
- v. Cost Effectiveness
- vi. Guaranty of Products
- vii. Business Reputation
- viii. 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.

In addition, vendors shall refrain from exchange of money, goods and services for anything of value for sexual favors or any form of degradation.

- **Suppliers should endeavor to supply items that have maximum possible shelf life (Minimum of 1 year for drugs and consumables).**

*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](mailto: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](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 BEFORE CLOSE OF BUSINESS ON 24<sup>TH</sup> NOVEMBER 2024**

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

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