



URGENT REQUEST FOR QUOTATIONS

RHHF/UNW/RFQ/Q1/2025/003

12/03/2025

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 UNWOMEN Implementing Partners in Kwara and Borno State.

The U.N Women has against the poor records of Nigeria's representation of women in politics, established legal, advocacy and stakeholders' participation strategies as a means of increasing the current representation numbers and in the long term. Women's political participation in Nigeria project, is funded by the government of Canada and will be implemented by the United Nations (UN) women in conjunction with Royal Heritage Health Foundation.

This project seeks to support and enhance women's greater leadership, political participation, election and representation in governance in 2027 and beyond and will focus on placing women's participation and decision making at the Centre of results and activities and has been scheduled to run for a period of four years.

RHHF is to engage a vendor who will provide stationery during program activities for stakeholder traditional leaders, Women groups (including vulnerable and marginalized women) and Female candidate on women participation in election activities in Borno and Kwara State.

2. OBJECTIVE

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

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

S/N	ITEMS	QTY	Location
1	Jotter	300 pcs	Borno and Kwara
2	Pen	300 pcs	Borno and Kwara
3	Clear Bag	300 pcs	Borno and Kwara
4	Recourse Material	300 pcs	Borno and Kwara
5	Envelopes	5 packs	Borno and Kwara
6	Markers	8 packs	Borno and Kwara
7	Stick Note	4 packs	Borno and Kwara

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. Financial Stability(Audited Accounts)
- iv. Registration with Bureau of Public Procurement(BPP)
- v. Clarity of Quotation
- vi. Evidence of Previous Supply or Service rendered
- vii. Cost Effectiveness
- viii. Guaranty of Products
- ix. Business Reputation
- x. Delivery Timelines
- xi. 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.

*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.

- **RHHF RESERVES THE RIGHTS TO SPLIT CONTRACT AWARD FOR THE SAKE OF MITIGATING DELIVERY RISKS.**
- **ALL QUOTATIONS THAT WILL BE CONSIDERED MUST BE SUBMITTED ON OR BEFORE 2PM ON ON 24TH MARCH 2025**

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

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

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