Request for Quotations (RFQ)

COMPREHENSIVE INSURANCE SERVICES

RFQ NO: 07-2019-001
Release Date: 11 July, 2019
For: CS-SUNN
Contractor: Civil Society Scaling-Up Nutrition in Nigeria (CS-SUNN)
Funded by: CS-SUNN

1.0. Introduction

Civil Society Scaling-Up Nutrition in Nigeria (CS-SUNN) is requesting interested and qualified companies that meet below requirements to submit the required documents (See No. 3 below) for registration as vendors. The intent of this publication is to identify and employ the services of qualified and credible vendors that would be engaged for the insurance of the organization’s official vehicle, based on meeting up with criteria required for the service.

Interested and reputable organizations within and outside Abuja with relevant experience in the aforementioned area are to express interest.

2.0. Instructions to Offerors

**Offer Deadline:** Offers must be packaged in sealed envelopes and must be submitted to the Procurement Unit of CS-SUNN at Plot 203 Cadestral Zone B02, Off Ahmad Bello Way by American Int'l School, Durumi, Abuja, FCT not later than 05:00 PM on Friday 19th July 2019

**Specifications:**
See section 3 for technical specifications

**Quotations:** Prices must be quoted on a lump-sum, all-inclusive basis (including insurance, inspections, transportations, etc). Offers must remain valid for not less than 30 days after the offer deadline.

**Negotiations:** Best-offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations; however, CS-SUNN reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.

**Evaluation and Award:** Only offers that meet or exceed the requested specification will be considered. In judging the offers, part of the criteria that will be used with weights applied accordingly are:

- **Cost (100%)** — Based on the total cost presented in the proposal against the required Specifications
• **Delivery** — Based on the total no. of days of delivery time in the proposal against the required Delivery Time

**Delivery**: The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

**Invoicing**: Upon the acceptance of the contract deliverables described in Section 3, the Subcontractor shall submit an original invoice to the CS-SUNN office, Abuja for payment. The invoice shall be sent to the following address: **Plot 203 Cadestral Zone B02, Off Ahmad Bello Way by American Int'l School, Durumi, Abuja, FCT.**

To constitute a proper invoice, the invoice must include the following information and/or attached documentation. This information will assist in making timely payments to the Company:

- Company legal name, invoice date, and invoice number.
- Deliverable(s) number, description of approved deliverable(s), and corresponding fixed price(s).

The CS-SUNN office will pay the company invoice within thirty (30) business days after
- CS-SUNN approval of the company deliverables.
- CS-SUNN receipt of the company invoice.

Payment will be made in Nigerian Naira (NGN), paid to the account specified in the invoice; withholding tax will be deducted from the total amount as per government rule.
3.0. **Technical Specifications**

Section 3 contains the technical specifications and requirements of the commodities. Line items are broken down into individual technical specifications.

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Description</th>
<th>Specifications</th>
<th>Qty</th>
<th>Delivery Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Applied For 2015 model Toyota Fortuner, Brand NEW, Engine Capacity: 4.0 litre / V6 4x4 wheel drive with auxiliary gear, leather seat, grey metallic colored</td>
<td>Comprehensive Motor Vehicle Insurance</td>
<td>01</td>
<td>For One Year (365 Days)</td>
</tr>
<tr>
<td>2</td>
<td>Group Personal Accident Insurance</td>
<td>For all staff of the organization</td>
<td></td>
<td>For One Year (365 Days)</td>
</tr>
<tr>
<td>3</td>
<td>Property Insurance</td>
<td>Assets, Fidelity Warehouse, Goods on transit</td>
<td></td>
<td>For One Year (365 Days)</td>
</tr>
</tbody>
</table>

***Only offers exclusive of VAT for goods and services will be accepted***

**Document to be submitted by Prospective Vendor/Supplier:**
- Company Certificate of Incorporation
- A copy of Form CO2 (filed with the Corporate Affairs Commission) stating the Directors of the company.
- Two (2) passport photographs of the least of the directors of the company
- Address of place of business (including telephone number if any)
- Evidence of any previous business done with other company/companies
- Letter authorizing CS-SUNN to obtain references from former business partners
- Name and address of bankers (where current account is maintained)

Should you have any questions, please contact. Olayemi Israel, Admin/Logistics Assistant; Telephone No: +234 (0) 9071719697 or +2347055699947.
4.0. **Letter of Submission**

The following letter must be completed and submitted with your sealed quotation.

To: **Plot 203 Cadestral Zone B02, Off Ahmad Bello Way by American Int'l School, Durumi, Abuja, FCT**

**Attention:** Procurement Unit

**Reference:** RFQ NO: 07-2019-001

To Whom It May Concern:

I hereby present the enclosed proposal in response to the above-referenced RFQ. I hereby acknowledge and agree to all of the terms and conditions, special provisions, and instructions included in the above referenced RFQ. I further certify that the business named below, as well as the business’ principal officers and all commodities/services offered in response to this RFQ are eligible to participate in this procurement under the terms and conditions of this solicitation.

I certify the following: “The business named below, to the best of my current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in any criminal/fraudulent acts, or has committed, attempted to commit, facilitated, or participated in any criminal/fraudulent acts.”

**The prices quoted in this offer are valid for One Year.**

I hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete, to the best of my knowledge.

__________________________________
**Business name**

___________________________________
**Name and title of authorized representative**

___________________________________
**Signature**

___ ______________________________
**Date**