REQUEST FOR QUOTATION (RFQ)

INTRODUCTION
The Civil Society Scaling-Up Nutrition in Nigeria (CS-SUNN) is a non-governmental, non-profit making coalition, made up of organizations with a shared vision to transform Nigeria into a country where every citizen has food and is nutrition secured. This is pursued by engaging government and non-state actors to raise awareness, sustain commitment and actions to effectively tackle malnutrition in Nigeria.

Civil Society Scaling-Up Nutrition in Nigeria (CS-SUNN) is requesting interested and qualified companies that meet below requirements to submit the required documents 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 supply, delivery and setting up of Office Furniture for the organization, based on meeting up with criteria required for the service.

Dear Sir / Madam:

We kindly request you to submit your quotation for “Supply, delivery and Fixing/Setting-up of Office Furniture “.

Quotations must be packaged in sealed envelopes, addressed and submitted to the Procurement Unit of CS-SUNN at Plot 203 Cadestral Zone B02, Off Oladipo Diya way (Beside Concordia Apartments), Durumi, Abuja, FCT not later than 12:00 Noon on Friday 30th August 2019.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by CS-SUNN after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned provision of goods/services:

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| Period of Validity of Quotes starting from the Submission Date | • ☐ 30 days  
• ☐ 90 days  
• ☐ 120 days  
• In exceptional circumstances, CS-SUNN may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Partial Quotes</td>
<td>☐ Not permitted</td>
</tr>
<tr>
<td>Payment Terms</td>
<td>☐ 100% payment upon satisfactory receipt and confirmation of status of goods/services by CS-SUNN</td>
</tr>
</tbody>
</table>
| Evaluation Criteria | ☐ Technical responsiveness/Full compliance to requirements and lowest price  
☐ Full acceptance of the PO/Contract General Terms and Conditions  
☐ Others N/A |
| CS-SUNN will award to: | ☐ One and only one supplier  
☐ One or more Supplier |
| Type of Contract to be Signed | ☐ Purchase Order  
☐ Long-Term Agreement (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) |
| Special conditions of Contract | ☐ Subcontracting or Joint Venture is possible  
☐ Cancellation of PO/Contract if the delivery/completion is delayed by 15 days  
☐ Others |
| Conditions for Release of Payment | ☐ Passing Inspection  
☐ Complete Installation  
☐ Passing all Testing  
☐ 100% upon satisfactory receipt and confirmation of status of goods/services by CS-SUNN  
☐ Written Acceptance of Goods based on full compliance with RFQ requirements |

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Annexes to this RFQ

☐ Form for Submission of Quotation (Annex 1)
☐ General Terms and Conditions / Special Conditions (Annex 2)
☐ Other

Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

Contact Person for Inquiries
(Written inquiries only received before February 19, 2014)

Israel Olayemi
procurement@cs-sunn.org,
+2349071719697 or +2347055699947.

Any delay in CS-SUNN’s response shall be not used as a reason for extending the deadline for submission, unless CS-SUNN determines that such an extension is necessary and communicates a new deadline to the Proposers.

Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of CS-SUNN requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by CS-SUNN. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on CS-SUNN’s re-computation and correction of errors, its quotation will be rejected.

After CS-SUNN has identified the lowest price offer, CS-SUNN reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than CS-SUNN’s own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by CS-SUNN after it has received the quotation. At the time of award of Contract or Purchase Order, CS-SUNN reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit

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Any Contract that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of CS-SUNN herein attached as Annex 3.

CS-SUNN is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that CS-SUNN’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can forward your grievances to: procurement@cs-sunn.org copying info@cs-sunn.org.

CS-SUNN encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to CS-SUNN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

CS-SUNN implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against CS-SUNN, as well as third parties involved in CS-SUNN activities.

Thank you and we look forward to receiving your quotation.

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FORM FOR SUBMITTING SUPPLIER’S QUOTATION
(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)

We, the undersigned, hereby accept in full the CS-SUNN General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of CS-SUNN as per RFQ Reference No. CS-SUNN/2019-08/0001:

TABLE 1: Offer to Supply, Deliver and Fix/Set-up Office Furniture items with Requirements

<table>
<thead>
<tr>
<th>S/N</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>PICTORIAL DESCRIPTION</th>
<th>DIMENSIONS/REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wooden Window Blind</td>
<td>27 Windows</td>
<td><img src="image1.jpg" alt="Picture" /></td>
<td>Intending Suppliers will be required to visit the Office to take appropriate measurements so as to give adequate dimensions when quoting.</td>
</tr>
<tr>
<td>2</td>
<td>8-seater 8-10 conference table 2.4mX1.2m with laminate board</td>
<td>1</td>
<td><img src="image2.jpg" alt="Picture" /></td>
<td>8-10 seater conference table Colour cherry Model: BG106 (2.mtr), Size: 200x100x75cm Material- Particleboard stainless steel leg frame</td>
</tr>
</tbody>
</table>

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|   | Economic Mesh Chair | 10 | Fabric Material  
|   | PP Armrest  
|   | Black Colour  
|   | Tested for: 120-150 kg  
|   | Seating Area Dimension: 17"x18" (WxD)  
|   | Back rest width: 16.5"/42cm  
|   | Back rest height from seat: 26.5"/67cm  
|   | Overall height: 42.1" - 46.1"/107-117cm  
|   | Gross weight: 10kg/22lbs  
| 3 | Drawer Vertical File Espresso Cabinet with Black Accents | 1 | Product Dimensions: 18.6 x 16.4 x 28.2 inches  
|   | Finished In Espresso With Black Accents  
|   | File Drawer Accommodates Letter And Legal Size Hanging Files  
|   | Full Extensions Glides  
|   | Metal Rails For Easy Filing  
|   | Includes Lock For Security  
|   | Assembly Required  
| 4 | Stainless Steel Bench with Black Leather Cushion | 1 | Material: Metal, High Quality Stainless Steel, PU Leather  
|   | Metal Type: Stainless Steel  
|   | Application Range: Office  
|   | Colour: Black  
|   | Dimension: L172xW48xH78cm  
| 5 |  

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<tr>
<th>Other Information pertaining to our Quotation are as follows:</th>
<th>Your Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes, we will comply</td>
</tr>
<tr>
<td>The Contract should be signed the latest 5 days upon receipt</td>
<td></td>
</tr>
<tr>
<td>Delivery within 10 days of contract agreement by signing Purchase Order</td>
<td></td>
</tr>
<tr>
<td>Agreement to Payment terms: 100% payment upon satisfactory receipt and confirmation of status of goods/services by CS-SUNN</td>
<td></td>
</tr>
<tr>
<td>Validity of Quotation for 30 days</td>
<td></td>
</tr>
<tr>
<td>All Provisions of the CS-SUNN General Terms and Conditions</td>
<td></td>
</tr>
</tbody>
</table>

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier’s Authorized Person]
[Designation]
[Signature]
[Date]

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