



REQUEST FOR QUOTATION

DISABILITY RIGHTS ADVOCACY CENTER
Plot 690, Idris Gidado Street, Wuye District,
Abuja, Nigeria

Date: 11/01/2021

Table with 2 columns: SUPPLIER NAME/ADDRESS/PHONE NUMBER and DRAC CONTACT. Includes contact details for Christopher Orafa and Ikenna Grant.

Dear Sir /Madam;

Disability Rights Advocacy Center (DRAC) is a Non-Governmental, Not-for-Profit Organization that works to protect the Human Rights of Persons with Disabilities (PWDs) and promote their Inclusion in the Development Agenda.

DRAC is seeking to pre-qualify Hotels and food vendors to support in the implementation of project activities ranging from workshops, training, meetings and livelihood activities.

Kindly provide a detailed quotation for our consideration: Please refer to the TERMS and CONDITIONS (Page 2) in preparing your quotation and ensure that your quotation reaches DRAC on or before the 1st of JUNE, 2021.

Table with 3 columns: S/N, Description, and Quantity. Lists 10 items including room rates, meals, and snacks.

11.	Raw food stuffs (Rice, beans, spaghetti, noodles, salt, Carton of maggi, 1litres of Vegetable oil) etc.	
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Thank you.

**Christopher Orafa
For DRAC**

TERMS and CONDITIONS OF QUOTATION

Delivery Terms	2 Days
Delivery Place	DRAC OFFICE: Plot 690, Idris Gidado Street, Wuye District, Abuja Nigeria
Payment Terms	To be negotiated with vendors.
Validity of Quotation	2 Years
<p>Additional Terms & Conditions : Applicable Withholding Tax (5% WHT) will be deducted. DRAC is excused from service charge and VAT 100% payment for all goods upon delivery of all items in good condition Kindly acknowledge receipt of this mail</p>	
<p>Terms and Conditions :</p> <ul style="list-style-type: none"> • Vendor must be resident in the FCT or Mararaba, Nasarawa State. • Vendor should have exp�erie�nce in providing similar service in the past ; this should be backed up with atleast a contract of service. • All prices shall be quoted in Nigerian Naira (NGN) • Delivery terms should be clearly stated. • Submissions should not be more than 5MB for electronic submissions. • Have an operational bank account and Tax Identification Number (TIN). • A declaration on assesibility backed up with evidence of accessibility. <p>Quotations submission requirements: The quotation shall contain the following documents:</p> <ul style="list-style-type: none"> • Company legal identity (Trade license, CAC Document, Tax clearance certificate other legal documents), • Statement on adherence to DRAC general terms and condition and payment and delivery terms. 	
<p>Submission of offers:</p> <ul style="list-style-type: none"> • The Quotation MUST reach the DRAC office on 1st June 2021 to qualify for this Bid Request. • Quotes can be submitted either in hard copy or electronically. For hard copy, submit your quotation on company letterhead duly signed by an authorized person of the company (or appropriate Proforma Invoice signed by an authorized persons) and delivered to DRAC Office in a sealed envelope and addressed to DRAC Procurement Committee. • If you choose to send your quote by e-mail you must sign, scan and send the quote as an attachment in PDF format to drac.nigeria@gmail.com <p style="text-align: center;"><u>Incomplete offers shall not be examined</u></p>	
<p>Evaluation criteria: Offers will be evaluated based on their responsiveness to the specification, qualification (experience), after sale service, payment terms & delivery time.</p> <p><i>DRAC reserves the right to reject any or all bids when considered to be in the best interest of the organization and/or the people it serves.</i></p>	