



REQUEST FOR QUOTATION

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

Date: 11/04/2021

<u>SUPPLIER NAME/ADDRESS/PHONE NUMBER :</u>	DRAC CONTACT : Name: Christopher Orafa Ikenna Grant Tel: +234 70 38 24 5332 +234 80 57 05 0004 E-mail: iorsange@drac-ng.org ikenna@drac-ng.org
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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 vendors for the Supply of office Utilities and consumables for office use and staff consumption. 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 June, 2021.**

S/N	Description	Quantity	Remarks
1.	Tissue	20 Packs	Different Brands
2.	Liquid Soap	1 Carton	Different Sizes and Brands.
3.	Bleach	1 Carton	Different Brands
4.	Detergent	1 Carton	Different Sizes and Brands
5.	Air Freshener	1 Carton	Different Brands
6.	Water	10 Packs	Dispenser Packs, Table water
7.	Toilet Cleaning Agent	1 Carton	Different sizes and Brands
8.	Milk	1 Carton	Different brands and sizes
9	Milo	1 Carton	Different brands and sizes
10	Sugar	1 Bag	Different brands
11	Coffee	1 Carton	Different brands and sizes
12	Biscuits	1 Carton	Different brands and sizes

Thank you.

Blessing Dafyak
For DRAC

TERMS and CONDITIONS OF QUOTATION

Delivery Terms	7 Days
Delivery Place	DRAC OFFICE: Plot 690, Idris Gidado Street, Wuye District, Abuja Nigeria
Payment Terms	Once Every 2 Weeks
Validity of Quotation	2 Years

Terms and Conditions :

- Vendor must be resident in the FCT or Mararaba, Nasarawa State.
- Vendor should have experience 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)
- sample of similar products should be submitted to Drac office.
- Delivery of purchased products to DRAC office at no extra cost.
- Have an operational bank account and Tax Identification Number (TIN).

Additional Terms & Conditions :

- Applicable Withholding Tax (5% WHT) will be deducted.
- DRAC is excused from service charge and VAT.
- Kindly acknowledge receipt of this mail

Quotations submission requirements:

The quotation shall contain the following documents:

- 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.

Submission of offers:

- **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

Incomplete offers shall not be examined

Evaluation criteria:

Offers will be evaluated based on their responsiveness to the specification, qualification (experience), after sale service, payment terms & delivery time.

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.