



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>	<u>DRAC CONTACT :</u> 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 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 providers of Car Hire Services to support in the implementation of project beneficiaries in the six Area Councils of Abuja and Mararaba, Nasarawa State. 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.**

S/N	Description	Remarks
1.	Executive rides	Different Rates for car specifications and locations.
2.	Classic rides	Different Rates for car specifications and locations.
3.	Basic rides	Different Rates for car specifications and locations.

**Best Regards
Blessing Dafyak**

For DRAC

TERMS and CONDITIONS OF QUOTATION

Delivery Terms	4 hours before usage
Delivery Place	DRAC OFFICE: Plot 690, Idris Gidado Street, Wuye District, Abuja Nigeria
Payment Terms	Monthly Payment
Validity of Quotation	2 Years

Terms and Conditions.

- Vehicles must be in good working condition.
- Must be a four door vehicle.
- Company should have a minimum of two operational vehicles to be assigned for the organisation use.
- Vehicles should not be coloured as regular taxis used within the city.
- Vehicles should have experience in providing similar services in the past; this should be backed up with a contract of service.
- Vehicles brand to be used are Toyota, Hondas and Mercedes
- Have an operational bank account and Tax Identification Number (TIN).

Additional Terms & Conditions :

- Applicable Withholding Tax will be deducted.
- DRAC is excused from service charge and VAT.
- 100% payment for all services will be paid for by month end.
- Kindly acknowledge receipt of this mail.

Quotation’s 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.

