



Plot 690 Idris Gidado Street
Wuye Abuja

Request for Quotation

Quotation Due by (Date): **15th Oct 2022**

Name of Vendor:	
Registration Number / Address:	

Item	Qty.	Unit	Description	Price per Unit	Quoted Price	Terms of payment	Delivery schedule	Warranty	Validity of offer	Brand of Goods
1	12	1	Hp Laptops; OS - Windows 10, Processor - Intel Core i5, Disk - 512 Gbyte, Keyboard - LED backlit, USB 3.0 Port							
Insurance+Shipping+Handling						Additional information attached (please check box if true)				
If the specifications are different or more detailed than the ones listed in the RFQ, a separate written Quote must be provided by the vendor instead of this RFQ. The Quote must include at least all information requested in this RFQ.				TOTAL:						
				Delivery Address:	Disability Rights Advocacy Centre					

Other Terms and Conditions

Delivery Terms 7 Days
Delivery Place DRAC OFFICE: Plot 690, Idris Gidado Street, Wuye District, Abuja Nigeria
Payment Terms: 100% Payment upon delivery and confirmation of satisfactory services.
Validity of Quotation 1 Year

Terms and Conditions :

- Vendor must be resident in the FCT or Mararaba, Nasarawa State.
- Vendor should have expérence in providing similar service in the past; this should be backed up with at least a contract of service.
- All prices shall be quoted in Nigerian Naira (NGN)
- Delivery terms should be clearly stated.
- Jpeg or pdf sample of similar productions should be attached.
- Submissions should not be more than 5MB for electronic submissions.
- Have an operational bank account and Tax Identification Number (TIN).

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 conditions and payment and delivery terms.

Submission of offers:

Incomplete offers shall not be examined

Evaluation criteria: Offers will be evaluated based on their responsiveness to the specification, qualification (experience), after 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.



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1	20	1	Hand Dryer							
2	20	1	Rollers							
3	1	1	Washing Basin							

Other Terms and Conditions

Delivery Terms 7 Days

Delivery Place DRAC OFFICE: Plot 690, Idris Gidado Street, Wuye District, Abuja Nigeria

Payment Terms 50% Payment upon issue of the Purchase order; 50% Payment upon delivery and confirmation of satisfactory services.

Validity of Quotation 1 Year

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Submission of offers:

- The Quotation **MUST** reach the DRAC office on the 15th of October 2022, 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) and delivered to DRAC Office in a sealed envelope and addressed to the 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 admin@drac-ng.org, dracoperations@gmail.com and drac.nigeria@gmail.com

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Item	Qty.	Unit	Description	Price per Unit	Quoted Price	Terms of payment	Delivery schedule	Warranty	Validity of offer	Brand of Goods
1	46	1	Baking Pans							
2	46	1	Hand Mixer							
3	1	1	Floor Siever							
4	46	1	Pastry Brush							
5	46	1	Rolling Pin							
6	146	1	Scale							
7	146	1	Hydrometer							
8	146	1	Googles							
9	146	1	Mould							
10	9	1	Fishing Line							
11	9	1	Plier							
12	9	1	Cutter							
13	9	1	Gizmo Cutting							
14	9	1	Rose Nose Plier							
15	9	1	Golden Colour Plier							
16	9	1	Grench Knitter							
17	9	1	Stone Beads							
18	9	1	Coloured Bead							
19										
20										

Other Terms and Conditions

Delivery Terms 7 Days

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- Have an operational bank account and Tax Identification Number (TIN).
- Applicable Withholding Tax (5% WHT) will be deducted.
- DRAC is excused from service charge and VAT.

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1	119	1	Manual Sewing Machine							

Other Terms and Conditions

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