



Request for Quotation (RFQ)

RFQ Title: *Digital Coverage for National Conference on Farmer-Herder Relations*

RFQ Issue Date: April 8th, 2024

RFQ Expiry Date: April 22nd, 2024 @ 5.00pm

The goods to be delivered are detailed in the attached schedule.

Quote Requirements: The quotes will cover the digital coverage according to the specifications in the RFQ. Priority will be given to vendors who:

1. Are registered with the Corporate Affairs Commission, and
 2. Are able to setup for the event at least 12 hours before the event
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Project: Protecting Our Communities Initiative (POCI)

Organization: Neem Foundation

Contact Person Head of Procurement Unit

Details for Submission

Email the below sets of documents as one attachment:

1. Detailed budget/Quotes.
2. Tax Identification Number
3. CAC registration details

All documents should be sent in **PDF format only** to

procurement@neemfoundation.org.ng

Thank you for your interest in the above procurement. As the managing contractor for the Project, Neem Foundation invites you to submit a detailed budget/quotes to supply computers and tablets. Your quote will be valid for the Validity Period of **1 Month (Renewable)**. Please forward your quotes in line with the details for submission above by the Closing Date and Time.



Request for Quotation (RFQ) Submission Form

To: The Procuring Entity

Dear Sir/Madam,

Having examined the bidding documents, the receipt of which is hereby acknowledged, we, the undersigned,

_____ offer to deliver the required Goods and/or

Services in conformity with the said bidding documents for the sum of

in accordance with the price schedule attached herewith and made part of this request for quotes (RFQ).

We undertake, if our bid is accepted, to deliver the Goods and/or Services in accordance with the delivery schedule specified in the schedule of requirements.

We agree to abide by this RFQ for a period of _____ days from the date fixed for opening of bids in the Request for Quotes (RFQ), and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any bid you may receive.

Dated this _____ day of _____ 20____

[Name, Designation, Signature and Date]

Duly authorized to sign the bid for and on behalf of _____
[Company Name]

Terms and Conditions

1. Quote Conditions:

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

2. Deadline Extension:

Neem Foundation may grant extensions to the Closing Time at its discretion. Neem Foundation will not consider any quotes received after the Closing Time specified in the RFP unless Neem determines to do so otherwise at its sole discretion.

3. Evaluation:

Neem Foundation may review all quotes to confirm compliance with this RFP and to determine the best quote in the circumstances.

4. Alterations:

Neem Foundation may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. The Organization's Rights:

Neem Foundation may, at its discretion, discontinue this RFP; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFP process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the organization deems appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

6. Amendments and Queries:

Neem Foundation may amend, or clarify any aspect of the RFP prior to the RFP Closing Time by issuing an amendment to the RFP in the same manner as the original RFP was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFP should be directed to the Contact Person identified on the cover page of this RFP.

7. Clarification:

Neem Foundation may, at any time prior to the execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, Neem Foundation will not allow any potential supplier to substantially tailor or amend their quote.

8. Confidentiality:

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that Neem Foundation will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that Neem Foundation has the right to disclose the information contained in their quote.

The potential supplier acknowledges that in the course of this RFP, it may become acquainted with or have access to Neem Foundation Confidential Information (including the existence and terms of this RFP and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorized disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to Neem Foundation. The parties agree that this obligation applies during the RFP and after the completion of the process.

9. Alternatives:

Potential suppliers may submit quotes for alternative methods of addressing Neem Foundation's requirement described in the RFP where the option to do so was stated in the RFP or agreed in writing with the Company prior to the RFP Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material:

If the RFP references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material



and considering it in framing their quote. And provide it to Neem Foundation upon request.

11. Price Basis:

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price. The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by Neem Foundation for the Goods and/or Services.

12. Financial information:

If requested by Neem Foundation, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement. If requested by Neem Foundation, the potential supplier must promptly provide Neem Foundation with such information or documentation as the organization reasonably requires in order to evaluate the potential supplier's financial stability.

13. Referees:

Neem Foundation reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

14. Conflict of interest:

Potential suppliers must notify Neem Foundation immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the organization).

15. Inconsistencies:

If there is inconsistency between any of the parts of the RFP the following order of precedence shall apply:

- (a) These Terms and Conditions;

- (b) The first page of this RFP; and
- (c) The Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

16. Collusion and Unlawful Inducements:

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFP process.

Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the organization's employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the organization, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFP) which could give rise to a perception of bribery or corruption in relation to the RFP or any other dealings between the parties.

17. Jurisdiction:

This Agreement shall be subject to the laws of the Jurisdiction. The Supplier and Neem Foundation will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.



Schedule - Terms of Reference

Name of Project: Protecting our Communities Initiative (POCI)

Terms of Reference for: Digital Coverage of National Conference for Farmer-Herder Relations

Number of Vendors Required: One (1)

Location: Federal Capital Territory - Abuja

Background and Purpose

Neem Foundation is a leading crisis response organisation committed to promoting the protection and wellbeing of populations and communities living in contexts affected by conflict, violence, and fragility. We strengthen the resilience and capacity of crisis-affected communities across Nigeria and the Lake Chad Basin region to adopt inclusive approaches to recovery from the effects of instability and mitigate future crises.

The Foundation is seeking quotes from an established supply vendor/company that can provide digital coverage for a conference. There is strong interest in providers who can offer high quality and cost-effective products for the specifications. The Foundation is seeking to collaborate with a contractor who has a commitment and a record of outstanding customer service in the provision of goods and services.

For this procurement, please find the breakdown and specifications of the products to be supplied. Indicate against each item ability to deliver within the perimeters specified.

PRODUCT SPECIFICATIONS	RESPONSE
Livestreaming with LED screen	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sound and microphone setup	Yes <input type="checkbox"/> No <input type="checkbox"/>
Photography and Videography coverage	Yes <input type="checkbox"/> No <input type="checkbox"/>

Expectations:

The bidder's Should state attach to this a letter expressing interest in supplying the items outlined in the table above and attach a quote for the items outlined. The letter should be organized and indexed in a form noted below that ensures the Foundation can easily review to effectively evaluate the quotes.

- The Bidder's name (company name), address, e-mail, telephone phone number



- The name, title or position, and telephone number of the individual signing the cover letter
- The name, title or position, and telephone number of the primary contact and/or account administrator, if different from the individual signing the letter of interest
- A statement expressing the Bidder's willingness to provide the products described in this RFQ.

Please attach a scanned copy of the companies CAC registration to the bid

Application Submission:

Interested parties (individuals and organisations) should submit a budget and a letter of interest

Selection Criteria

CRITERIA	WEIGHT (%)
Warranty	15
Corporate Affairs Registration	15
Ability to supply all itemised products/services according to specifications	30
Delivery Time	20
Fee rate in Naira	20
TOTAL SCORE	100

If your request is successful, you will be required to enter into Neem Foundation's Standard Contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the organization's policies, including (without limitation) its Business Partner Code of Conduct and any relevant Project Manual.

If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact within your submission. Neem Foundation may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Neem Foundation's Due Diligence process.