

CARITAS NIGERIA (CCFN)

REQUEST FOR QUOTATION

(1) OFFICE 365 EI LICENCE FOR 1000 USERS

(2) PRINTING OF TOOLS

CLOSING DATE: FEBRUARY 20, 2024

BACKGROUND

Caritas Nigeria is an Agency of the Catholic Bishop Conference of Nigeria (CBCN) established in September 2010 as the Specialized National relief and human development agency that coordinates development interventions for the Catholic Church in Nigeria.

We now call for two (2) separately sealed Technical and Financial bids for each quotation Validity

Vendor proposals shall remain valid for 30 calendar days from the deadline for receipt of quotations.

Technical bid: Minimum Requirements:

- Evidence of company's incorporation with Corporate Affairs Commission (CAC)
- Evidence of two years (2022 & 2023) Tax Clearance Certificate

Additional Technical Requirements:

- Comprehensive company profile with registered address, email address, and phone number
- Evidence of successfully executing similar projects in the last two years

Additional Information

- This proposals solicitation is open and will be very competitive.
- The successful bidder shall be notified in writing and will be invited to sign a contract for the job.
- Bids that do not meet the required specification will be disqualified.
- Delivery of the Job shall be within 2 weeks upon receipt of Job Order

Submission of Quotations:

Quotations must be delivered in soft copy in two separate PDF document titled - "Technical Bid and Financial Bid"

Kindly visit Caritas Nigeria Website caritasnigeria.org

Quotations should be submitted via email to procurement@ccfng.org between the hours of 8am - 4pm February 20, 2024

Deadline for Receipt of Quotations: 4pm February 20, 2024