

**CONCERN FOR WOMEN AND CHILDREN DEVELOPMENT FOUNDATION
(COWACDI) IN NIGERIA**

kindly request you to submit your quotation for VEHICLE HIRE in Maiduguri, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted **on or before March 4, 2024,**
2024 through tender@cowacdi.org with subject: CWD/VCH/MAI/001 – Vehicle Hire.

Requests submitted by email must be limited to a maximum of 5 MB in a PDF/docx format only and they must be free from any form of virus or corrupted contents.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline.

kindly ensure that your quotes are signed, stamped and in PDF/docx format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s.

Exact Address/es of	
Delivery Location/s	COWACDI Maiduguri Office, Borno State.
(identify all, if multiple)	
COWACDI Preferred	
Freight Forwarder, if	N/A
any	
Distribution of shipping	
documents (if using	N/A
freight forwarder)	

Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by COWACDI)	<input type="checkbox"/> 5 working days from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached [if delivery will be staggered] Time: 1500hours Time Zone of Reference: WAT
Delivery Schedule	<input type="checkbox"/> Required <input type="checkbox"/> Not Required
Packing Requirements	Equipment packed with conditions that guarantee arrival with safety
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> LAND <input type="checkbox"/> SEA <input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency: NGN
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 year <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others [pls. specify]
Deadline for the Submission of Quotation	Monday, March 04, 2024 @ 1700HRS
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English

Documents to be submitted	<p> <input type="checkbox"/> Duly Accomplished Form/delivery note, in accordance with the list of requirements in Annex 1; <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input type="checkbox"/> Quality Certificates (ISO, etc.); <input type="checkbox"/> Latest Business Registration Certificate; <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input type="checkbox"/> Written Self-Declaration of not being affiliated to/in any terrorism group/activity <input type="checkbox"/> Others [pls. specify as many as required] </p>
Period of Validity of Quotes starting the Submission Date	<p> <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 120 days In exceptional circumstances, COWACDI may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation. </p>
Partial Quotes	<p> <input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)] </p>
Payment Terms	<p>100% upon complete delivery of goods to COWACDI at the stated site of delivery and upon receipt of complete document to claim payment.</p>
Liquidated Damages	<p> <input type="checkbox"/> Will not be imposed. <input type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 1 percent Max. no. of days of delay: 10 days After which COWACDI may terminate the contract. </p>

Evaluation Criteria [check as many as applicable]	<input type="checkbox"/> Technical responsiveness/Full compliance to requirements and Best reasonable price <input type="checkbox"/> Technical capacitation for installations of the equipment proved Comprehensiveness of after-sales services <input type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criterion and cannot be deleted regardless of the nature of services required] <input type="checkbox"/> Earliest Delivery / Shortest Lead Time
COWACDI will award to:	<input type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors: [Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Suppliers]
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) COWACDI (this template is also utilized for Long-Term Agreement ⁹ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Contract General Terms and Conditions	1. Vendor is based or operating in, and legally registered in Nigeria, and have established presence and operational capacity in Borno state an added advantage 2. The vendor has a good understanding and working relationships with the relevant line ministries, local authorities, and local communities in Borno state. 3. Willingness to be subjected to any necessary security checks which may be required from the government/COWACDI. 4. Experience working with a non-governmental organization supplying or delivering services. 5. Vendor is to deliver within the stipulated timeframe.
Special conditions of Contract	<input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 days <input type="checkbox"/> Others [pls. specify]
Conditions for Release of Payment	Original AWB Received <input type="checkbox"/> Complete Delivery <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ Requirements <input type="checkbox"/> Completeness of necessary documents (delivery note, invoice) <input type="checkbox"/> Others [pls. specify]
Annexes to this RFQ	

Contact Person for
Inquiries (Written
inquiries only)

Hyeladzira Bwala hbwala@cowacdi.org Any delay in COWACDI's response shall not be used as a reason for extending the deadline for submission, unless COWACDI determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of COWACDI requirements.

The quotation that complies with all of the specifications, requirements and offers the most reasonable price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by COWACDI. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on COWACDI's re-computation and correction of errors, its quotation will be rejected.

After COWACDI has identified the most reasonable price offer, COWACDI reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than COWACDI's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by COWACDI after it has received the quotation. At the time of award of Contract or Purchase Order, COWACDI reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of COWACDI indicated above.

COWACDI is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

COWACDI encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to COWACDI if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

COWACDI implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against COWACDI, as well as third parties involved in COWACDI activities. COWACDI expects its suppliers to adhere to the COWACDI Supplier Code of Conduct that will be provided.

S/N	Description / Specification of Goods	Quantity	Latest delivery date
1	SUV (Lexus RX, LX or Highlander) + Driver and First Aid Kit	1	ASAP
2			
3			
4			

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

(This Form must be submitted only using the Supplier's Official Letterhead)

We, the undersigned, hereby accept in full the COWACDI General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of COWACDI as per RFQ - CWD/VCH/MAI/001

S/N	Description/specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item

Total Prices of Goods

Add: Cost of Transportation

Add: Cost of Insurance

Add: Other Charges (Please specify)

Total Final and All-Inclusive Price Quotation

TABLE 3: Offer to Comply with Other Conditions and Related Requirements

Your Response

- 1. This serves as a guide to the Supplier in preparing the quotation and price schedule.*
- 2. Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

Other Information pertaining to our Quotation are as follows:

**Yes, we
will
comply**

**No, we
cannot
comply**

**If you
cannot
comply, pls.
indicate
counter
proposal**

Delivery Lead Time

Estimated weight/volume/dimension of the Consignment:

Country/ies Of Origin:

Warranty and After-Sales Requirements

a) Minimum one (1) year warranty on both parts and labor

b) Service Unit to be Provided when the Purchased Unit is Under Repair

c) Brand new replacement if Purchased Unit is beyond repair

Validity of Quotation

All Provisions of the COWACDI General Terms and Conditions

Other requirements [pls. specify

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.