

**Date: 05/02/2024 To:**

**From: Grace Matu**

**Subject: Request for Quotation (RFQ) for CCTV Installation in Abuja**

**Procurement No. (2024/02/33)**

Dear Vendor:

Helen Keller International (Helen Keller Intl) is seeking eligible, qualified suppliers to provide their best price quote for the item/services(s) below.

- If interested, the quotation must be submitted on company letterhead and signed by an authorized individual.
- Please refer to the Terms and Conditions below in preparing your quote.
- Please acknowledge receipt of this request by signing the vendor conflict of interest certification below and indicate intention to quote.
- No telephone calls will be accepted and any questions regarding this RFQ must be submitted in writing prior to the deadline. Questions and answers considered to be material to this quotation may be shared by Helen Keller Intl with all other offerors.

Grace Matu

Senior Procurement and Logistics Officer

**Services Specifications**

Item #	Description/Specifications	Unit Type	Quantity
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**Installation of Perimeter Security CCTV 8 Cameras (with night vision), NVR and 2 VDUs**  
**All devices must be US NDAA section 889 Compliant.**

1

The U.S. Government has implemented a new regulation, commonly referred to as “Section 889”, which places restrictions on procurement and use of telecommunications equipment and services from certain Chinese companies. In addition, there are restrictions on services such as internet, mobile data and other types of telecommunication’s services that use the equipment of these same Chinese companies to provide their services.

**Quote Validity Requirements**

Vendor Eligibility  
Requirements

This RFQ is open to commercial and non-governmental businesses, registered in Nigeria, capable of providing and delivering the products/services, and with a solid record of integrity and business ethics.

**Note:** Helen Keller Intl will not award a contract to any firm that is debarred, suspended, or proposed for debarment, or who proposes to do business with firms or firms' principals who are debarred, suspended, or proposed for debarment, in the performance of the requirement of this activity.

For Vendors offering **telecommunications equipment**, to be eligible for this procurement, Vendor must not use services or components manufactured by the covered equipment or services, listed below: Restricted Companies include: Huawei Technologies Company ZTE Corporation Hytera Communications Corporation Hikvision Hangzhou Hikvision Digital Technology Company Dahua Technology Company Or, any subsidiary or affiliate of these companies. Covered Technology includes equipment that is a substantial or essential component of any system, or as critical technology within any system. Helen Keller Intl will not accept offers that include Covered Technology from these prohibited sources. Further, all quoted Covered Technology must not and cannot contain any components or parts of Kaspersky Labs. **Source/Nationality**

**Requirements:** Any item quoted by a Bidder or supplied by the selected Vendor must meet source and nationality requirements in accordance with United States Code of Federal Regulations, 22 CFR 228.

The USAID Geographic Code is 935 which includes any area or country, including Nigeria, and excluding any prohibited source countries. Bidders may be requested to provide proof of vendor nationality and product source. Prohibited Sources: Bidders may not offer or supply Equipment that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following prohibited source countries: Cuba, Iran, North Korea, Syria.

Helen Keller Intl will issue a firm fixed price Purchase Order to the vendor. Following Helen Keller Intl's acceptance of the goods or services, the payment will be made within 30 days of the receipt of an invoice. Payment will only be issued to the Vendor identified in the Purchase Order; payment will not be issued to a third party or an individual. Submission of quotations means vendor will accept HKI Purchase Order terms and conditions including the right to terminate any resulting contract without financial penalty to HKI.

Contractual  
Mechanism  
and Payment  
Terms:

Delivery  
Instructions:

**Services must be delivered at Helen Keller International Office, Abuja 18 Thomas Sankara Street, Asokoro Abuja.**

Quote must include the following:	Quote Details: Quote shall be marked with PR# above; Detailed description of the quoted items/services; Information on installation cost if applicable, method, date; Detailed information on any insurance and/or warranties offered by the vendor; Quotation in Naira exclusive of tax, excise and other duties or taxes (Any tax, excise or other duties or taxes must be quoted as a separate line item); Vendors must quote total gross cost and in consideration of withholding tax Company Details: Copy of valid Company Trade license, Tax certificate (VAT Registration),
Evaluation Criteria:	Quotes will be evaluated based on meeting specifications, experience of the vendor, price, after sale service, delivery time and related criteria. Helen Keller Intl will select the offer featuring the <b>Lowest Priced Meeting Specifications</b> .

## Submission of Quotes

Submission Deadline:	The quote must be submitted to Helen Keller Intl <b>no later than February 13, 2023</b>
Submission Method:	<ul style="list-style-type: none"> <li>Quotations should be submitted Electronically: Sign, stamp, scan and send the quote as an attachment in PDF format to <a href="mailto:Nigeria-procurement@hki.org">Nigeria-procurement@hki.org</a></li> </ul>
Duration of Quote:	All quotes submitted must be valid for {90} days from the Submission Deadline specified below. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is selected, all information in the RFQ and negotiation process is contractually binding and may be accepted by Helen Keller Intl without further negotiation.

## Terms and Conditions

1. Issuance of this RFQ does not constitute an award commitment on the part of the Helen Keller Intl, nor does it commit Helen Keller Intl to pay for costs incurred in the preparation and submission of a bid.
2. Attachments to this RFQ are considered integral to all requirements.
3. Helen Keller Intl may contact bidders to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.
4. False Statements in the Bid: Bidders must provide full, accurate and complete information

as required by this solicitation and its attachments.

5. **Conflict of Interest Disclosure:** Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Helen Keller Intl having to re-evaluate selection of a potential Bidder.
6. **Right to Select/Reject:** Helen Keller Intl reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive quotes and to terminate negotiations without incurring any liability. Helen Keller Intl also reserves the right to reject any or all quotes received without explanation.

**Reserved Rights: RFQ responses become the property of Helen Keller Intl. Helen Keller Intl reserves the right in its sole discretion:**

- To disqualify any offer based on Bidder's failure to follow solicitation instructions;
- To waive any deviations by Bidder from the requirements of this solicitation that in Helen Keller Intl's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
- To extend the time for submission of all RFQ responses;
- To terminate or modify the RFQ process at any time and re-issue the RFQ;
- To issue an award based on the initial evaluation of offers without discussion;
- To award partial goods/activities; and/or issue multiple awards.

## **Conflict of Interest (COI) Policy**

Helen Keller Intl's Code of Conduct and Ethics Policy requires full and open disclosure when dealing with procurement. Helen Keller Intl employees must avoid any COI or the appearance of a COI, must provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants, and shall not solicit, request, accept, or agree to accept any gift from a vendor or prospective vendor. Vendor agrees to either: 1) disclose any such COIs; or 2) affirm to the best of its knowledge, information and belief, that no Helen Keller Intl employee, nor any person associated with any Helen Keller Intl employee, is an employee, director, officer, consultant to/of, or has any financial interest,

direct or indirect, in the Vendor's organization, or has received or will receive any financial benefit, directly or indirectly, from the award of a contract through this solicitation. For the purpose of this certification, "associated" persons include but not limited to: a spouse, domestic partner, child, parent, or sibling, in-law, nephew, niece, extended family member. A materially false statement made in connection with this certification and/or failure to conduct appropriate due diligence in verifying the information that is the subject matter of this certification may result in rendering the vendor non-responsive for the purpose of this award. Vendor is encouraged to disclose any connection to any Helen Keller Intl employee that could create an appearance of conflict of interest, regardless of whether it meets the listed definitions above.

By signing below, Vendor confirms no known COIs exist, or Vendor has disclosed any COIs in writing (please attach disclosure separately); and acknowledges receipt of this RFQ, thereby confirming intent to submit a bid in accordance with the RFQ requirements.

**VENDOR CERTIFICATION: Conflict of Interest (COI) Certification, Confirmation of Intent to Bid and Agreement to Comply with RFQ Terms & Conditions, and Certification of Compliance with the Requirements of the Product Components**

By signing below, Vendor:

1. Confirms intent to submit a bid in compliance with this RFQ and the Terms and Conditions.
2. Confirms no known Conflict Of Interests (COIs) exist, or confirms that Vendor has disclosed any COIs in writing (please attach disclosure separately).
3. Confirms the products offered in Vendor's quote, submitted in response to the RFQ, are not and do not contain any components or parts of Kaspersky Labs or of Huawei Technologies Company or subsidiaries or affiliates, and/or ZTE Corporation or subsidiaries or affiliates, or any other companies listed in the RFQ.

**By Vendor:** *you must clearly print your name, in addition to signing*

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Name of Company:  
Name of Authorized Representative (print):  
Title:  
Signature:  
Date: