

## REQUEST TO SUBMIT QUOTATION FOR THE SUPPLY OF DIESEL AT KNCV CENTRAL OFFICE

### General Information:

KNCV is inviting vendors to provide quotations for the supply of diesel at KNCV central office.

- Quotation indicating detail of, cost, delivery terms, payment terms are to be submitted on letter headed paper and **KNCV RFQ form (attached)** alongside company profile.
- Fill and submit **KNCV Vendor information form (form attached)**
- All bids must be written in English and signed by an authorized person.
- Bids submitted after the closing date/time will neither be opened nor considered.
- A 5% - 10% WHT will be deducted per invoice as required by FIRS.

### Description of Item

S/N	Description of Items	Quantity
1	Diesel	10,000 Litres

### Delivery Location:

- KNCV Nigeria Abuja Office

### Eligibility Requirements:

To be eligible to participate in this process, vendors must provide proof of all the following documents:

1. Company's registration documents/certificate of incorporation with Corporate Affairs Commission (CAC),
2. CAC 02, CAC 07.
3. Tax Clearance Certificate (For the Last 3 year)
4. Proof of similar supply to 3 organisations.

**N/B : It is mandatory to submit the above listed documents whenever you are responding to every advert.**

**Evaluation Criteria:**

The criteria for evaluation shall include complete registration documents as required above including recent tax certificate, cost, payment terms, and delivery terms.

**Submission:**

**Close Date/Time:** 12:00pm Monday March 4, 2024

**Procedure for Submitting:**

Vendors are to submit requested documentation **By HAND in a sealed envelope to:**

**KNCV Nigeria; Plot 564/565 block B independence avenue Central Business District Abuja.**

For further inquiries on this bid, kindly send an email to: [enquiry@kncvnigeria.org](mailto:enquiry@kncvnigeria.org)

**Selection process**

The selected vendor will be contacted via e-mail, immediately after the selection process is concluded.

**N/B**

- Delivery Location - Independence Avenue, Central Business District, Abuja, Nigeria
- KNCV shall only accept from the selected vendor - "company banking details" not individual/private banking details
- KNCV shall not pay VAT (exemption certificate may be provided to selected vendor on request)