

REQUEST TO SUBMIT QUOTATION FOR THE SUPPLY OF TWENTY (20) DELL LATITUDE 5430 LAPTOPS TO KNCV NIGERIA

General Information:

KNCV is inviting vendors to provide quotations for Dell laptops.

- Quotation indicating detail of, cost, delivery terms, and payment terms, to be submitted on a letter headed paper and **KNCV RFQ form (attached)** alongside company profile.
- Fill and submit the **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

- See the description on the attached **RFQ** form.

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 the Corporate Affairs Commission (CAC),
2. CAC 02, CAC 07.
3. Tax Clearance Certificate (For the Last 3 years)
4. Proof of similar printing and supply to at least 3 organizations.

Evaluation Criteria

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

Submission

Open Date/Time: 8:00 pm Friday, December 1, 2023.

Close Date/Time: 8:00pm Monday, December 11, 2023.

Procedure for Submitting:

All bids should be Titled: **“Name of your Organization” SUPPLY OF LAPTOP** and submitted

By HAND to KNCV Nigeria; Plot 564/565 block B Independence Avenue Central Business District Abuja.

Ensure to register your details in the bid register before dropping your bid in the **bid box**. All inquiry about this procurement should be sent to enquiries@kncvnigeria.org

Please note that no bid documents should be handed to any staff or sent to any staff via email.

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
- The shortlisted vendors will be required to bring a sample(s) for sighting at KNCV Head office (Same as delivery location)

- 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 the selected vendor on request)