

## **REQUEST FOR QUOTATION TO SUPPLY 1 MOTOR VEHICLE TO KNCV TUBERCULOSIS FOUNDATION**

**REFERENCE NO. - KNCVI-PVEH-P/23/23-1**

### **General Information:**

KNCV is inviting vendors to provide quotations for the supply of 1 motor vehicle.

- Quotation indicating detailed description/features of vehicles, cost, warranty, and delivery terms 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 (Please factor this into your quotation)

### **Description of Vehicle:**

#### **TOYOTA FORTUNER and TOYOTA HIGHLANDER - 1 Unit**

- **Toyota Fortuner 2022/2023 model**, petrol engine, Automatic Transmission, Leather seat, power mirror, 5-seater, central lock, AC, Power window, power steering, Alloy Wheel, Keyless Entry Airbags, Radio/DVD player.
- **Toyota Highlander 2022/2023 model**, petrol engine, Automatic Transmission, Leather seat, power mirror, 5-seater, central lock, AC, Power window, power steering, Alloy Wheel, Keyless Entry Airbags, Radio/DVD player.

**(please note: We will be purchasing one unit of either of the two description)**

### **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. Tax Clearance Certificate (For the Last 1 year)
3. Proof of provision of similar service to 3 different organizations.

**(For first time bidders only - as Submissions in default of ANY requirement listed above will be excluded from the procedure).**

### **Evaluation Criteria**

The criteria for evaluation shall include cost, delivery terms, warranty period, after sales service offered etc.

**"The Selected Vendor must be able to deliver on or before 30th December 2023."**

### **Submission:**

**Open Date/Time:** 1:00pm Monday 18th December 2023

**Close Date/Time:** 1:00pm Friday 25th December 2023.

### **Procedure for Submitting:**

Vendors are to submit requested documentation **BY E-MAIL (only)** - to [procurement.nigeria@kncvtbc.org](mailto:procurement.nigeria@kncvtbc.org)

All attachments to be in **1 PDF** document with Title:

**"Name of your Organization" for Motor Supply - KNCVI-PVEH-P/23/23-1**

### **Selection process**

The selected vendor will be contacted via e-mail, immediately after the selection process is concluded. " Bidders in Nigeria will be given priority".

**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)

Please note: This Is dependent on donor funding.