

## REQUEST TO SUBMIT QUOTATION FOR THE SUPPLY OF LAB CONSUMABLES

### General Information:

KNCV is inviting vendors to provide quotations for the supply of Lab consumables

- Quotations indicating details of, cost, delivery terms, and payment terms are to be submitted on letterheaded paper and **KNCV RFQ form (attached)** alongside the 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

S/N	Description of Items	Quantity
1	KN95 Respirators (10pcs/pack)	448 Packs
2	Powder Free Latex Gloves (Large, Medium, and small sizes) (100pcs/packs)	374 Packs
3	Paper Towels (Vicky)	416 Rolls
4	Bleach (Hypo) 1L	320 Bottles
5	Stool Universal Containers with a spoon (400/carton)	19 Cartons
6	Plastic Pasteur Pipettes (NON sterile 500 per pack)	16 Packs
7	Sodium Chloride Salt (100g)	170 Bottles
8	Filter Papers (Whatman 110cm diameter) 1*100 per pack	170 Packs
9	Sharpie Marker	76 Pcs
10	Waste bins (10L)	140 Bins
11	Biohazard Bags (Red Biohazard)	140 Rolls
12	Bin Bags (Rolls)	668 Rolls

### 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 supply to 3 organizations.

### **Evaluation Criteria:**

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

### **Submission:**

**Open Date/Time:** 11:00 am Thursday February 08, 2024

**Close Date/Time:** 12:00noon Monday, February 19, 2024

### **Procedure for Submitting:**

Vendors are to submit requested documentation **By HAND to: KNCV Nigeria; Plot 564/565 block B Independence Avenue Central Business District Abuja.**

-For further inquiries about 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
- The shortlisted vendors will be required to bring 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)