

REQUEST TO SUBMIT QUOTATION FOR THE SUPPLY OF NIKON CAMERA, ACCESSORIES AND DRONE BATTERIES

General Information:

KNCV is inviting vendors to provide quotations for the supply of Nikon Camera, Accessories and DJI Drone Batteries.

- Quotation indicating details of, cost, delivery terms and payment terms are to be submitted on letterheaded 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	Nikon D750 Full Camera	1
2	Nikon D750 battery	1
3	Camera Backpack	1
4	Nikon D7500 lens, 75-105mm	1
5	DJI Drone Battery - battery model no. MB1-1480mAh-11.4V (for DJI Spark drone)	2

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 years (latest 2020, 2021,2022))
4. Proof of similar supplies to 3 organisations.

Evaluation Criteria:

The criteria for evaluation shall include:

- Complete registration documents as described above including recent tax certificate.
- Cost
- Payment terms
- Delivery terms
- Return and exchange policy.
- After-sales service

Submission:

Close Date/Time: 9:00am Monday January 22, 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.

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 selected vendor on request)