

Request for Quotations (RFQ) CA/RFQ/04/23/001**TO:** Eligible Suppliers**PROJECT TITLE:** Request for Quotation (RFQ) for Food Items**SOLICITATION NUMBER:** CA/RFQ/04/23/001**PLACE OF DELIVERY:** Borno State**SUBMISSION DUE DATE:** 6TH APRIL 2023**QUESTIONS ACCEPTED UPTO:** 11TH APRIL 2023**ANTICIPATED DELIVERY DATE(S):** 20TH APRIL 2023**SUMMARY**

Center for Advocacy Transparency and Accountability Initiative [CATAI] is one of the Youth-led organizations implementing humanitarian response to IDPs and other highly vulnerable communities in the North East Nigeria. CATAI also seek to promote a just society for all regions in Nigeria, through advocacy, Research, Impact, and Innovation by embarking on outreach and advocacy for institutional Reform, Capacity building and empowerment of citizens. CATAI strengthen local communities by creating platforms for dialogue, enabling informed debate, and building the capacities of citizens on catalysts for their societal issues through our innovations. CATAI provides marginalized and vulnerable communities with resources to amplify their voices with independence and integrity while providing the communities with social, economic and environmental progress. To enhance effective democratic governance, citizen's participation, Civic Engagement.

In line with our Rapid Response project, CATAI invites interested eligible suppliers to submit Quotations for the "Supply and Delivery items in Borno, State" (hereinafter referred to as the "Project").

INSTRUCTIONS TO OFFERORS

Interested contractors should send copies of the bidding documents not later than 11th April 2023 by sending an email to Admin@cataing.org, with subject line: "Request for Quotations of CA/RFQ/04/23/001". Interested parties should attach the following documents in their email request: 1 - company profile; 2 - copy of their government business permits; and 3 - list of similar projects completed for the last 3 years. The list

of projects should include name of the client-company, title of the project, total value of the project in NGN, inclusive date of the project and the name/title/phone number/email address of the contact person of the client-company. 4. Detailed Proposal.

CATAI reserves the right to accept or reject any quotations, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Contractor/s or any obligation to inform the affected Contractor/s of the ground for CATAI’s action.

GENERAL INSTRUCTION TO SUPPLIERS (GIS)

Description of Goods: CATAI request prospective suppliers to submit quotation for the “Supply and Delivery items by sending an email to Admin@catai.org” with **(Reference # CA/RFQ/04/23/001)** as subject. Each FI set shall contain the following:

No	Items	Specification	Quantity/Set
1	Rice	50kg Locally Processed rice	100
2	Oil	3 liters kings oil	100
3	Maggi	Carton	20 Carton
4	Sugar	5kg Bag	100

CATAI reserves the right to require bidders to submit samples of any or all of the items listed above as part of the product prequalification process. Once requested by CATAI, bidders shall submit sample of all the items requested by CATAI. Samples of the winning bidders shall be kept by CATAI with no cost to CATAI and will be used as reference in the acceptance process of the delivered items.

Corrupt, Fraudulent, and Coercive Practices: CATAI requires that all CATAI staff, manufacturers and suppliers or distributors, to observe the highest standard of ethics during the procurement process and throughout the execution of all contracts. CATAI shall reject any proposal put forward by Suppliers, or where applicable, terminate their

contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, CATAI defines for purposes of this paragraph the terms set forth below as follows:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit; and
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract.

3. **Conflict of Interest:** All Suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Supplier may be considered to have conflicting interest under any of the circumstances set forth below:

- A Supplier has controlling shareholders in common with another Supplier;
- A Supplier receives or has received any direct or indirect subsidy from another Supplier;
- A Supplier has the same representative as that of another Supplier for purposes of this quotation;
- A Supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decisions of the Mission/Procuring Entity regarding this quotation process;
- A Supplier submits more than one Quotation in this Quotation process;
- A Supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this quotation process.

Eligible Suppliers:

Only Suppliers that are determined to be qualified shall be considered for award.

Cost of Preparing the Quotation:

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and CATAI will not in any case be responsible and liable for the costs incurred.

CATAI reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for CATAI's action.

Validity of Quotation Price: The Quotation shall remain valid for a minimum period of (10) calendar days, after the deadline for submission. In exceptional circumstances, prior to expiry of the period of validity of quotations, CATAI may request that the Suppliers extend the period of validity for a specified additional period. The request and the response there to shall be made in writing. A supplier agreeing to the request will not be required or permitted to modify its quotation.

Delivery Site and Period of Delivery:

The Items sets shall be delivered following the schedule not later than 20th April 2023. All deliveries of the Items set shall be to Maiduguri, Borno State.

Liquidated Damages: If the Supplier fails to deliver any or all of the goods within the period specified in Clause above, a penalty payment of 0.1% of the price of the undelivered goods for every day of delay on the delivery by the Supplier.

Payment Terms and Schedule: Payment shall be made only upon CATAI's acceptance of the goods, and upon CATAI's receipt of invoice describing the goods delivered. Payment shall be due 10 calendar days after CATAI's acceptance of the delivered items. CATAI does not grant an advance payment of the equivalent amount valid until the goods are delivered.

Warranty shall be quoted based on the standard warranties provided by the manufacturer unless specified in the Technical Specifications of this General Instruction. A Warranty Certificate shall be provided by the Supplier.

SPECIFICATIONS

The Vendor selected for award through this RFQ shall supply the items in Borno State. Kindly fill this price schedule below when submitting your proposals on their letter head with their official stamp.

No	Items	Specification	Quantity/Set	Unit Price (NGN)	Total Price (NGN)
1	Rice	Locally Processed Rice	100		
2	Vegetable Oil	3 liters kings' oil	100		
3	Maggi	Carton	20 Carton		
4	Sugar	5kg	100		

Method of Application

Interested and qualified candidates should forward their application to admin@cataing.org using the SOLICITATION NUMBER as subject.