

 <b>قطر الخيرية</b> <b>QATAR CHARITY</b>	Request for Quotation: Proposed Children's Playground	Document No .....: S.A.-Purchases
		Qatar Charity
		Nigeria Office

RFQ No:

Date: 19/12/2023

Vendor:

Address:

**Please provide us with your quote for construction/landscaping of children's playground as detailed in the table below and attached unpriced Bill of Quantities. Please Ensure that the quotation includes the validity period, delivery period from the date purchase order is given, and full company profile. Project is to be executed in Daura, Katsina state. Note that all quotes should include 5% WHT (to be deducted from source) and all other associated costs such as preliminaries, transportation and co.**

S/n	Items/Service Required	Quantity	Unit	Remark
1.	Proposed Children's playground – consists of 5-a-side football pitch, green area and walkways.	1		Quantity refers to number of projects

<b>To be considered for financial evaluation, please ensure you adhere to the following Eligibility Criteria:</b>	
1.	Complete vendor information – including vendors physical address, full legal name, VAT registration number & nationality <sup>[1]</sup>
2.	Ability to provide goods and/or services meeting the description above
3.	Copy of vendor's TAX Clearance Certificate proving registration with the Federal Inland Revenue Service.
4.	Copy of vendor's CAC certificate proving registration with the Corporate Affairs Commission.
5.	All information relevant to demonstrating the vendor's ability to meet QATAR CHARITY's Evaluation Criteria (see below)
6.	If you have not provided goods and/or services to QATAR CHARITY within the past 3 years - Current contact information for at least 3 past customer references from customers that have purchased goods/services that are like that for which QATAR CHARITY is requesting quotes.
7.	Full company profile including details of previous jobs done, evidence of job completion (for completed jobs), statutory documents that are valid till at least December 2022, list of equipment/machinery, CV of Key personnel, 3 years audited accounts, Bank reference letter, evidence of staff/company registration with professional bodies, and sworn affidavit that no director of the company has an interest with Qatar charity or has been convicted for any falsification or financial related crime.
<b>Quotes will be evaluated based on the following Evaluation Criteria:</b>	
1.	Company documentation (Rating - 20% of technical evaluation)
2.	Experience/specialization/tender validity (Rating –30% of technical evaluation)
3.	Delivery/completion period (Rating – 20% technical evaluation)
4.	Quality assurances/machinery/partnerships (Rating – 30% of technical evaluation)
5.	Technical evaluation threshold is 70% and financial evaluation threshold is 30%, making a total of 100%combined.

#### **IMPORTANT NOTES:**

- By responding with a quote, you are accepting the requirements as outlined above, including any delivery requirements and payment terms.
- Quotes submitted after the deadline has passed or that do not include all of the information

requested may be rejected.

- Number of projects may differ from quantity indicated above.
- Location of project can be changed before the project commences.
- Bidders that have not registered with us, on Qatar Charity website should please register using the following link: <https://financial.qcharity.org/purchasesoffice/Default.aspx?lang=1>, to be eligible to bid for projects at any given time.
- Technical and Financial bids will be opened immediately after submission deadline on same day. Financial bids of unqualified technical bids will be returned to the bidder(s) unopened.
- The tenderer shall fill the “Form to Tender” and all the parts and summary of the Bills of Quantities in **INK (BLUE)**.
- Submissions must be made in English language.
- All submissions (Technical and Financial) must be accompanied with a cover letter.
- The cover letter for financial submission must carry information such as: tender sum, completion period and tender validity.
- Qatar Charity deducts 5% Withholding Tax at Source on all Supplies and 10% on all

services rendered and remitted to the Federal Inland Revenue Service (on behalf of a vendor) as stipulated by the Federal Government of Nigeria Tax Law.

This RFQ is non-binding and in no way obligates QATAR CHARITY to award any contract. QATAR CHARITY reserves the right to purchase any or all the items requested, to adjust quantities if necessary, or to make no purchase. Firm commitment to purchase is not established until a written purchase order is issued by QATAR CHARITY. QATAR CHARITY will not pay for vendors' quote preparation costs.

Bidders are required to pick up tender documents (or use documents attached) from Qatar Charity office (from Wednesday 20<sup>th</sup> December 2023 and Thursday 21<sup>st</sup> December 2023) and submit their Technical and Financial bid documents in sealed separate envelopes (2 envelopes) by hand or through courier. To be clearly written at the top left-hand corner of each envelope are **Project title, Contractor's name and “Technical Bid” or “Financial Bid”** as the case may be. Both envelopes shall be enclosed in a bigger sealed envelope and addressed/submitted to Qatar Charity office located at No. 3, Bolaji Akinyemi Crescent, Katampe Extension, Abuja or submit all documents by mail to: [playground.2023.2024@gmail.com](mailto:playground.2023.2024@gmail.com). Any bid which is not sealed, or bids received after the due date and time given for submission shall be returned unopened. Bids submitted, should be signed and sealed (with company seal) by an official authorized by the bidder. Due date for Tender submission is Wednesday 02/01/2023 by 4pm. Bidders can send their bids either online or physically at the address given or both online and physically. However, successful tenderer will have to submit hardcopy of their bid at the time of signing the contractual agreement.

Procurement Member: Arc. Yusuf Tijjani, MNIA, SDMSS, MADRM, ACArb



Date: 19/12/2023

[1] If submitted a bid as an individual 'nationality' is your country of citizenship or lawful permanent residence, if submitting a bid as a company/organization 'nationality' is the country in which your company/organization is registered to legally do business.