



## ROYAL HERITAGE HEALTH FOUNDATION (RHf)

*Ilorin, Kwara State, Nigeria*

### **Request for Quotation (RFQ) –Invitation to Bid**

**RFQ Number:** RHf/NHF/RFQ/2025/Q3/001

**Issue Date:** 21<sup>st</sup> July 2025

**Deadline for Submission:** 30<sup>th</sup> July 2025, 10:00 AM (WAT)

---

### **1. Background**

Royal Heritage Health Foundation (RHf) is implementing a flood preparedness and GBV response project across seven LGAs in Adamawa State from July to December 2025. The project aims to strengthen community resilience, early warning systems, and access to GBV/SRH services for vulnerable women and girls. To support implementation, procurement of locally assembled dignity kits, refreshments, feeding for survivors, flip charts, stationeries, certificates, IEC materials, and radio jingles is essential. These items will enhance training sessions, promote awareness, and support Safe Space activities. Overall, the procurement directly supports life-saving service delivery and community-based protection efforts in high-risk areas., RHf invites qualified and reputable vendors to submit bids for the **production and supply of 1,400 locally packaged dignity kits** as described in the attached documents.

---

### **2. Scope of Supply**

The bidder will be responsible for the **supply and delivery of items for 1,400 dignity kit commodities** to RHf offices in **Ilorin (Kwara State)** or **Maiduguri (Borno State)**. Each kit must include 18 specific hygiene and dignity-related items (toothpaste, towel, reusable pads, torch light, wrapper, etc.) as per detailed **technical specifications** listed in Annex 3.

---

### **3. Submission Guidelines**

- Offers must be submitted **in sealed envelopes** to any of RHf' s offices OR **by email** to: **procurement@royalheritagehealthfoundation.org**.
- **Deadline for clarifications:** 28 July 2025.
- **Deadline for submission of bids:** 30 July 2025, 10:00 AM.

- Samples are **highly encouraged** and should be delivered to:  
**Procurement Unit, RHHF Headquarters, Ilorin, Kwara State, Nigeria.**
- 

#### 4. Required Documentation

Vendors must include the following in their submission:

1. Signed Annex 1 – RHHF General Terms & Conditions
2. Completed Annex 2 – Supplier Profile Form
3. Completed Annex 4 – Pricing Template(On company letter head paper)
4. Business Registration Certificate
5. Recent Tax Compliance Certificate and TIN
6. Properly labeled physical samples (non-returnable unless otherwise communicated)
7. ITF Certificate
8. Letter of Recommendation from Bank

#### 5. Evaluation Criteria

Bids will be evaluated based on the following:

- Compliance with item specifications and sample quality
  - Delivery timelines and logistical capacity
  - Unit cost and value for money
  - Previous experience with large-scale supply
  - References and organizational reputation
- 

#### 6. Additional Provisions

- RHHF is **VAT-exempt**; quotations should **exclude VAT**. WHT will be deducted.
  - **Payment terms:** 30 days after satisfactory delivery and documentation
  - **Liquidated damages** of 0.5% per day, up to 10%, will apply for late delivery.
  - **Delivery terms:** DDP Incoterms 2020
  - **Validity:** Quotes must state their validity period.
- 

#### 7. Ethical & Safeguarding Standards

RHHF requires all suppliers to uphold:


- Zero tolerance to child labor, sexual exploitation, and abuse
- Respect for human rights and international labor standards
- Anti-corruption, anti-collusion, and transparency in procurement

---

## 8. Whistleblower Contact

Any concerns relating to fraud, abuse, or unethical practices may be reported confidentially to:

: [complaints@royalheritagehealthfoundation.org](mailto:complaints@royalheritagehealthfoundation.org)

: +234 806 230 3010

---

## 9. Disclaimer

RHHF reserves the right to reject any or all bids without obligation or explanation and may split the contract among multiple suppliers if deemed in the organization's best interest.

---

### For Enquiries:

[procurement@royalheritagehealthfoundation.org](mailto:procurement@royalheritagehealthfoundation.org)