



Nigeria Red Cross Society, Abuja

Plot 589, T.O.S Benson Crescent | Off N. Okonjo-Iweala | Utako District | Abuja | Nigeria/procurement@redcrossnigeria.org

EMAIL COMMUNICATION | (x) URGENT / () NORMAL

To: []
Attention: [] Email: [/procurement@redcrossnigeria.org](mailto:procurement@redcrossnigeria.org)
From: [Logistics Department], [Auwal Salisu] Our file ref.: [RFQ-NRCS-DM-Hygiene_Kit_25-143]
Date: 22/08/2025 No of pages including this page: 3
Re: Request for the supply of

If you do not receive all pages, please contact us immediately. Thank you.

REQUEST FOR QUOTATION

The Nigerian Red Cross Societies kindly request your best firm offer for the following:

Type and Quantity: Please refer to details mentioned in Annex 2 attached herewith.

S/N	ITEM	UoM	QUANTITY
1	Hygiene Kits	PCS	1000
	Content 1. Bath Soap 1 pack (6 Pcs) 2. Laundry Detergent 2x200g 3. Laundry Soap 1 Pack (6 Pcs) 4. Tooth Paste 2 pcs of 150g 5. Tooth Brush 6. Comb 2 pcs 7. Nail Cutter 1 piece 8. Hand Sanitizer 2 (250ml) 9. Towel 1 piece 10. Bath Room Slippers 1 pair 11. Shampoo All in a customized bag		
B.	Other information		
1	Validity of Offer (in days)		
2	Confirm Delivery timeline		
3	Agrees with NRCS Payment terms		
4	VAT: Please note that the price should not include VAT		
5	Name of Service Provider:		
6	Name of Contact Person:		
7	Contact Number:		
8	Email phone:		
9	Signature, Date & Stamp:		

Selection Criteria:

Selection criteria	confirm
Price	



Nigeria Red Cross Society, Abuja

Complete NRCS documentation eg. SRF, CAC, TAX clearance	
Previous experience with INGO eg IFRC, ICRC, UNHCR	
Delivery timeline	
Required manufacturer certification/license eg NAFDAC, SON etc	
Sample	Must Provide Sample

Kindly note that 2% withholding tax will be deducted on All transaction and NRCS will remit it to the Nigerian government

Delivery of Goods: Plot 589, T.O.S Benson Crescent Off N. Okonjo-Iweala Utako District Abuja

Quality specifications: All services and Goods must meet required NRCS/IFRC and SON standard

Packaging: services must be the same as quoted for

Language: All documents, markings and labelling should appear in English.

Required documents and certificates:

- Commercial Invoice
- Receipt
- Delivery note

Distribution of documents and certificates: This will be provided in the purchase contract.

Cost breakdown: Costs must be provided in detailed and broken down as follows:

* Unit prices per item ex-works

* Price should be net after deduction of any discount

* Final firm price must be provided as negotiation will not be entered into.

* firm delivery date ex-works ASAP

* Detailed specifications - should your specifications differ from that requested, please specify details

* Your payment terms and discounts for early payment, if you do not concur with the National Society/Federation's standard payment terms (which is within 30 days of satisfactory receipt of goods and documents).

Currency: All firm costs to be given in **Naira**

Bid Documents: The Bid document must be submitted not later than 11th September, 2025 by 10:00am

The Bid Documents should be issued to:
Attention: **Procurement and Logistics Unit**
Nigeria Red Cross Office,
Plot 586, TOS Benson Crescent off Okonjo Iweala, Utako District
Abuja, Nigeria

Inspection: An inspection may be carried out during work.

Liquidation Damage Clause:

Please be advised that delivery after agreed schedule may be subject to a deduction from the invoice of 0.1% up to 5% of the total cost DAP value of the contract.

Payment: Within 30 days from date of receipt of goods and all supporting documents in good order by the buyer.

Validity: Your offer must remain valid till 31/12/2025 before which a Purchase Order, if placed, should be accepted by you.

Insurance: The contract is for delivery (DAP Incoterm 2020), NRCS store located at Plot 586, TOS Benson Crescent off Okonjo Iweala, Utako District Abuja, Nigeria

All or None Clause: We reserve the right to accept the whole or part of your offer and the lowest evaluated bid need not be accepted.

Special Requirements: State country of origin of each item. All documents should clearly state "**Humanitarian Aid**"

Conditions for submitting offers:

The guidelines for submission of Bids above are final.
Ensure you submit your best firm offer as negotiations will not be entered into.
Tenders not submitted as such may not be considered.

The cover page should clearly identify the sender and receiver (see below).

To: The Procurement and Logistics Unit, Nigerian Red Cross Society, Nigeria
Attn: Auwal Salisu



Nigeria Red Cross Society, Abuja

Ref.

From: (Name of your organization)

Please note that no pricing information must appear on this page and Offers not addressed and sent as such will not be considered.

Our telephone numbers for further information:

Telephone: 07011426100

E-mail: procurement@redcrossnigeria.org;

Clarifications: Note that all clarifications must be in writing and responses will also be in writing and any additional information related to this tender process.

Confirmation: Please acknowledge receipt of this document and indicate your intention to bid.

Terms and Conditions: Please state in your offer your acceptance of National Red Cross Society Terms and General Conditions.