*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.: | **[** RFP-NRCS-HC-25-142] | |
| Date: | *02/09/2025* | No of pages including this page: | | 3 |
| Re: | **Request for Proposal** | | | | |

**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** | Social Media Influencers | 4 | 15 |
| **2** | Radio Stations | 2 | 15 |
| **3** | TV Stations | 2 | 5 |
| **4** | Production of Drama Skits (Nollywood) | 1 | 3 |
| **5** | Production of Drama Skits (Kannywood) | 1 | 3 |
| **6** | Production of Radio Jingles English/Pidgin) | 2 | 2 |
| **7** | Production of Radio Jingles (Local Languages) | 2 | 10 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |  |
| 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 |  |

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-IwealaUtako 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**

**Guidelines for Submission of offers:**

All Offers to be submitted in HARD COPIES (printed form) only.

All suppliers are required to submit a bank reference letter for confirmation of supplier offer

All offers along with required information and Annexes laid down in this document and **Annex 6,** should be properly sealed in an envelope, signed and stamped.

All envelopes should be marked as following:

**Request for proposal (FINANCIAL & TECHNICAL OFFER SHOULD BE SEPARATED)**

**For the proposal social media**

**Ref: RFQ-NRCS-HC-25-0142**

**Attention: Procurement & Logistics Unit,**

**NRCS HQ, Plot 589, TOS Benson Crescent, Opp Ngozi Okonjo Iweala Way, Utako District – Abuja**

All financial offers should be dropped in the Tender Box located at the following address:

**Procurement Unit, NRCS HQ, Plot 589, TOS Benson Crescent, Opp Ngozi Okonjo Iweala Way, Utako District – Abuja**

**Bid Documents: T**he Bid document must be submitted not later than 15th September, 2025 **by 3:00Pm**

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

**Ref.**

From: (Name of your organization)

**Bid Evaluation:** The supplier shall be evaluated based on the submitted offers as well as supplier registration form and supporting documents. The evaluation will involve consideration of several factors such as the following, but not limited to:

Delivery as per NRCS timeline 20%

Compliance with the required NRCS specifications 20%

Unit cost 30%

Previous relevant experience 5%

Reference from previous client 5%

Financial capacity (Solvency Bank reference letter & Audited account) 10%

NBC Certification or relevant certificate 10%

**Pertinent Information:** NRCS is not bound to select any of the suppliers submitting the offers and does not bind itself in any way to select the firm offering the lowest price. The contract will be awarded to the offer considered most responsive to the needs, as well as conforming to NRCS general principles, including economy and efficiency and best value for money.

**Quality Assurance:**

Prior to and /or after signing the Purchase contract, a supplier/factory evaluation may be done to determine that the factory meets acceptable standards. This may include but not limited to; standards such as social compliance in accordance with technical competence and quality assurance.

All products may be subject to inspection and testing (if applicable) by the NRCS or its designated representatives, to the extent practicable at all times and places, prior to final acceptance by the NRCS. Such testing shall be done in accordance with SAQL (standard Acceptable Quality Limit, wherever applicable) and penalties plan. (Refer **Annex 6** for specifications).

Payment by the NRCS does not imply acceptance of products nor of any related work or services provided pursuant to this agreement. Failure to inspect and accept products shall neither relieve the supplier from responsibility for non-conforming goods nor impose liabilities on the NRCS, therefore.

NRCS strives to deliver quality goods to its beneficiaries and constitutes the dignity, health and safety of the beneficiaries at its topmost priority. As a general rule, goods not compliant to the required specifications shall be straight away rejected. Therefore, to ensure that right goods are delivered by the supplier a penalty clause shall be stipulated in the Purchase agreement to cover the concerns related to delivery of non-compliant goods.

In case of procurement funded by specific donors, the donor, if required, shall be able to conduct inspection of consignment or test at supplier’s premises. All inspection and tests on the premises of the supplier shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the supplier.

**Non-Conforming Items:**

Once items have been received, NRCS reserves the right to not accept, if any item or particulars are found to be non-conforming during inspection process. All costs associated with visual or laboratory inspections which are found to be non-compliant will be borne by the supplier including the associated penalties as a result of the non-compliant products.

If any inspection or test is made on the premises of the supplier, the supplier shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspection and tests on the premises of the shelter shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the supplier.

**Penalty Clause:**

Please be advised:

In the event of any delay in the delivery of the goods covered by the order/contract, or in their transport until delivery up to the final destination/s, for reasons attributable to the Supplier, NRCS reserves the right to apply a delay penalty, equivalent to 0.5 per cent (%) of the value of the goods delayed for each day up to a maximum of 10% of the DDP (INCOTERM 2020), as per NRCS T&Cs.

The above-mentioned penalty will under no circumstances exclude the Supplier from the obligation to compensate NRCS for any damages incurred as a result of the delay.

If the supply has not been completed during the agreed time period, any additional costs or damages incurred by the NRCS due to such delay may be withheld from any amounts owed to the Supplier.

**Corporate Social Responsibility**

**Social standards:** The suppliers either working or seeking to work with NRCS must commit to respect internationally recognized human rights principles and labor standards, suppliers or service providers must:

Conduct their business in respect of fundamental human rights and be in no way complicit in human rights abuses.

Uphold the abolition of all forms of forced labour.

Uphold effective elimination of child labour.

Guarantee a safe working environment for employees.

**Environmental considerations:** Whenever possible and economically viable, NRCS shall seek to procure goods and services that lessen the burden on the environment. The supplier’s environmental performance shall be passed on the following criteria:

Environmental policy, committing the supplier to reduce environmental impacts.

Resources dedicated to environmental management (dedicated function or team).

Implementation of an environmental management system.

**Code of Conduct Clause:**

**Principles of Conduct Clause:** Suppliers seeking to work with the NRCS shall respect the following principles:

**Business Ethics:** Supplier is expected to maintain the highest degree of business ethics when working with the NRCS.

**Transparency of information provision:** Supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.

**Fair competition:** Supplier shall not be involved in any corrupt, collusive or coercive practices.

**Officials not to benefit:** The Supplier represents and warrants that no official of the NRCS has been, or shall be, admitted by the Supplier to any direct or indirect benefit arising from this Request for Quotation, Purchase Order / Contract or the award thereof. The Supplier agrees that breach of this provision is a breach of an essential term of this Purchase Order/Contract.

If at any time during the registration or procurement process the NRCS determines that the supplier is in violation of the above-mentioned principles, that supplier’s request for registration or offer may be rejected as ineligible. All costs in relation to the cancellation of contracts shall be borne by the supplier. In case of illegal or corrupt practices have related to the award of the execution of the Purchase Order/contract, the NRCS has the right to terminate the Purchase Order or cancel the Contract by giving a notice of the termination in writing to the supplier.

**Safeguarding**

Consistent with our values and the charitable purposes for which we exist, the Red Cross expects the Supplier to safeguard from abuse or harassment:

* 1. its staff, employees, contractors, agents and/or any others retained or engaged by it; and
  2. Those who come into contact with its staff, employees, contractors, agents and/or any others retained or engaged by it.

The Supplier warrants that it shall take all reasonable steps to prevent:

* + 1. actual, attempted or threatened abuse, harassment or sexual exploitation by its staff, employees, contractors, agents, volunteers or any others retained or engaged by the Supplier; and
    2. its staff, employees, contractors, agents, volunteers or any others retained or engaged by the Supplier engaging in any abuse of a child under 18 or an adult at risk of abuse in the course of their work for the Supplier,

And

the Supplier confirms that such steps shall include, at the very least:

* 1. full compliance with all relevant statutory and regulatory requirements relating to safeguarding, an appropriately robust safeguarding policy, performance of disclosure checks at the appropriate level on any staff, employees, volunteers or other persons under the control of the Supplier who come into contact with children under 18 or adults at risk of abuse in the course of their work for the Supplier, and prevention of any unsupervised contact between staff, employees, volunteers or other persons under the control of the Supplier and children under 18 or adults at risk of abuse in the course of their work for the Supplier; and
  2. Taking all reasonable steps to ensure compliance with the above by any sub-contractors or agents of the Supplier.

If the Supplier becomes aware of any safeguarding issues in relation to the voucher programme, they will notify the relevant focal point at the NRCS immediately.

**Whistle blowing**

1. In the case that any misconduct has occurred by staff or volunteers of the Red Cross, or by anyone involved in the voucher programme it should be raised to a senior manager within NRCS / British Red Cross.
2. Alternatively contact can be made through NRCS protected reporting system which is a confidential route for raising concerns and be assured they will be fully addressed. NRCS projected reporting system can be used to report any possible breaches such as corruption, fraud, dishonesty, harassment, sexual violence and abuse, unethical behavior and abuse of child labour. Calls can be anonymous and can be done by calling +234 134 30628 or by sending an email to [integrity@redcrossnigeria.org](mailto:integrity@redcrossnigeria.org)or by filling directly a complaint on <https://ifrc.integrityline.org>

**Delivery Terms:** The contract is for delivery under DDP Incoterm 2020 NRCS NHQ Abuja

**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](mailto: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**.**