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| **RFQ Number: DKF-2024-01-WPHF/FAPWD-001 (Solar Dryer)** | **Date: 13 January, 2024** |

**REQUEST FOR QUOTATION**



Debbie Kauna Foundation (DKF) is seeking quotations from vendors within Adamawa State for the provision and delivery of the goods as detailed below:

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted by the method and by the date and time indicated in this RFQ. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:  
Title:  
Date:

**RFQ Instructions and Data**

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| **Instructions** | Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by DKF. This RFQ is conducted in accordance with the DKF Procurement Policies.  Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by DKF. DKF is under no obligation to award a contract to any Bidder as a result of this RFQ.  DKF reserves the right to cancel the procurement process at any stage without any liability of any kind for DKF, upon notice to the bidders or publication of cancellation notice on DKF website |
| **Deadline for the Submission of Quotation** | 18 January, 2024 |
| **Method of Submission** | Interested and qualified bidders should send their bids to: [debbiekaunafoundation@gmail.com](mailto:debbiekaunafoundation@gmail.com) using the title as the subject of the email. |
| **Cost of preparation of quotation** | DKF shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process |
| **Duties and Taxes** | DKF enforces a 5% withholding tax deduction on the total contractual sum. While DKF is VAT-exempt as an NGO, vendors must include VAT and other indirect taxes in their quotes. Vendors are responsible for tax compliance documentation. DKF reserves the right to validate documentation accuracy. Inquiries or clarifications on tax matters should be communicated before the RFQ submission deadline. Participation implies vendor agreement to the outlined withholding tax and VAT exemption policies. |
| **Language of quotation** | English |
| **Evaluation Criteria** | 1. Full compliance with all requirements as specified in Annex 1 2. Compliance with delivery time, i.e. 1 Month after issuing of the contract |
| **Quotation validity period** | Quotations shall remain valid for 15 days from the deadline for the Submission of Quotation |
| **Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received. |
| **Payment Terms** | 75% upon delivery of equipment |

**SCHEDULE OF REQUIREMENTS**

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| **S/N0.** | **Description** | **Quantity** | **Unit Price(NGN)** | **Total Cost (NGN)** |
| 1. | **Solar Dryers** ( 5ft x 7ft)  Silver metal | 7 |  |  |

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| **Delivery Requirements** | |
| **Delivery Date and Time** | Bidder shall deliver the goods **1 Week** after Contract signature. |
| **Exact Address(es) of Delivery Location(s)** | Local Government Areas of Gombi, Hong, Michika, Madagali, Maiha, Mubi North and Mubi South of Adamawa State. |
| **Packing Requirements** | As per manufacturer packing, supplier must ensure the goods are delivered to final destination without any physical damage |

**QUOTATION SUBMISSION**

Bidders are required to submit a thoroughly signed financial bid/quotation on the company's letterhead, including details such as

1. Cost per unit
2. Banking information
3. Validity period of quote
4. Specifications
5. Past experience
6. Corporate Affairs Registration