



# **NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)**

**REQUEST FOR QUOTATION**

**FOR**

**PROVISION OF HOTEL SERVICES IN 36 STATES AND FCT ON AN  
ANNUAL RETAINERSHIP ARRANGEMENT**

**SEPTEMBER, 2021**

## INSTRUCTIONS TO SUPPLIERS

### SUBMISSION OF QUOTATIONS

**Sealing and marking of Quotations** The suppliers shall submit the original and one copy of their quotation in two separate sealed envelopes, one marked “original” and one marked “copy”. The two envelopes shall then be enclosed in one single outer envelope. Both the inner and outer envelopes shall be addressed as follows:

- (a) to the Purchaser as indicated in the Request for Quotations; and
- (b) bearing the Project name (if applicable), the title and number of the Quotation as indicated in the Request for Quotations.

**Deadline for the Submission of Quotations** Quotations must be received by the Purchaser at the address specified in below at the latest time and date specified in the Request for Quotations.

Any quotation received by the Purchaser after the deadline for the submission specified below shall be returned unopened to the supplier.

**Evaluation and Comparison of Quotations** The Purchaser shall evaluate and compare the Quotations as follows:

- Examine if the quotation conforms to technical specifications and the required delivery time;
- Verify any arithmetical errors. For example, if the quotation in figures is different from the quotation in words, the amount in words shall prevail. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected;
- Tabulate the Quotations thus arrived at.

### AWARD OF CONTRACT

**Award of Contract** The Purchaser shall award the contract to the supplier whose quotation has been determined to be substantially responsive to the requirements of the Request for Quotations and the lowest *evaluated* price, i.e. based on the quality of the items quoted for in accordance with the specifications.

**Notification and acceptance of Award** Notification and acceptance of the award shall constitute the formation of the contract. This Notification shall be sent by hand delivery or registered mail or email informing the supplier of the award in accordance with the conditions of the Request for Quotations.

**Signing of the Contract** Within fifteen (15) days following the notification of the award, the Supplier shall sign and date the Form of Contract and send it back to the Purchaser

**Fraud and Corruption** The personnel of the Purchaser and the Suppliers shall adhere to the highest ethical standards, both during the selection process and throughout the

execution of the contract. In pursuance of this principle, they shall abstain at all times from corruption or fraudulent practices. Corruption and fraudulent practices are defined as follows:

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of an official in the selection process or in contract execution;
- (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
- (iii) “collusive practices” means a scheme or arrangement between two or more suppliers with or without the knowledge of the Purchaser, designed to establish prices at artificial, noncompetitive levels;
- (iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a Contract.
- (v) The Purchaser shall reject a proposal for award if it determines that the Supplier recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

*“The Global Fund Code of Conduct for Suppliers”*

Suppliers are advised to get acquainted with the global fund code of conduct for suppliers via the link provided below:

**Code of Conduct**

[https://www.theglobalfund.org/media/3275/corporate\\_codeofconductfor\\_suppliers\\_policy\\_en.pdf](https://www.theglobalfund.org/media/3275/corporate_codeofconductfor_suppliers_policy_en.pdf)

Responding to this Request for Quotation implies an acknowledgement and acceptance of the terms and conditions stated therein.

*“Whistle blowing Policy”*

**Whistle blowing and channel of reporting grievances and infractions.**

Suppliers are encouraged to send information on any infraction or grievances to the dedicated email account: [ispeakoutnow@naca.gov.ng](mailto:ispeakoutnow@naca.gov.ng) or [naca.ispeakoutnow@gmail.com](mailto:naca.ispeakoutnow@gmail.com)

RFQ Ref No.:

The Managing Director

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Dear Sir/Madam,

**REQUEST FOR QUOTATION FOR HOTEL SERVICES**

The National Agency for the Control of AIDS has the responsibility of coordinating the multisectoral HIV/AIDS response in Nigeria with funding sources from Government of Nigeria (GON) and other National and International Donor Agencies such as Global Fund (GF), UNICEF, etc. The prudence in NACA's financial transactions become more than ever crucial to meet various and stringent standards of her partners. Pursuant to this objective and consistent with the practices of some Donor/Partners. The Agency intends to engage the services of Hotels in 36 States and FCT on an annual Retainership Arrangement for workshops, meetings, accommodation and related services.

**Section A: General Eligibility criteria**

- i. Evidence of company registration (certificate of incorporation of the company) including Forms CAC2 and CAC7.
- ii. Evidence of Tax Registration and or Tax Clearance Certificate

**Section B: Additional Technical requirements**

- i. Catering services with capacity to provide lunch and tea breaks for a minimum of 5
- ii. Facility should have a minimum of 2 guards providing security services 24/7
- iii. Conference hall with minimum capacity of at least 50 persons
- iv. Prospective vendors must provide evidence of physical presence (e.g verifiable contact addresses) for each Lot bided for.

**Section C: Request for Financial Quotations for Provision of Hotel Services**

The National Agency for the Control of AIDS is requesting proposal for the provision of Hotel services. For this purpose, the unit is soliciting for quotes from your organization to provide NACA with your best offer **in Nigerian Naira (NGN) detailing the cost. See Table One and Two below** on the expectations to be quoted for. All quotations are inclusive of all associated cost for deliveries (e.g. service charges). Prospective vendors are not compelled to submit quotation for all the lots but for lots they have comparative advantage.

**TABLE ONE – 36+1 STATES**

**(Prospective vendors must provide evidence of physical presence (e.g verifiable contact addresses) for each Lot bided for.**

LOT	STATES	
1	FCT Abuja	
2	Abia	
3	Adamawa	
4	Akwaibom	

5	Anambra	
6	Bauchi	
7	Bayelsa	
8	Benue	
9	Borno	
10	Cross River	
11	Delta	
12	Ebonyi	
13	Edo	
14	Ekiti	
15	Enugu	
16	Gombe	
17	Imo	
18	Jigawa	
19	Kaduna	
20	Kano	
21	Katsina	
22	Kebbi	
23	Kogi	
24	Kwara	
25	Lagos	
26	Nasarawa	
27	Niger	
28	Ogun	
29	Ondo	
30	Osun	
31	Oyo	
32	Plateau	
33	Rivers	
34	Sokoto	
35	Taraba	
36	Yobe	
37	Zamfara	

#### Section D: Submission Requirements

- a. The Duly signed quotations (including “Technical” and “Financial”) should be delivered on or before the due date and time by hand in **sealed envelope** indicating on the envelope “Hotel Services for a One Year Retainership” to; **Procurement Office, National Agency for the Control of AIDS (NACA), No.3 Ziguinchor Street, Wuse Zone 4, Abuja** or Via Email [procurement@naca.gov.ng](mailto:procurement@naca.gov.ng)

Note that it is not permissible to transfer this invitation to any other firm.

- b. Only Quotations received through the physical address or email address provided above will be considered. For Physical submissions, Vendors are expected to fill bid register at the location address.
- c. The submission deadline is **by 12 Noon Wednesday 22<sup>nd</sup> September 2021**.
- d. Your quotation shall remain valid for 90 days until the retainership agreement is signed.
- e. An evaluation will be carried out on the submitted document and negotiation (if necessary) will be done before awarding the contract.
- f. The recommended contractor will be required to provide the service as per contract award.

- g. Note that NACA, plans on entering a one-year renewable short-term agreement with multiple service providers from this process. A Form of Contract shall be signed with NACA, which will become the contract in the event your organization's proposal is retained.

**Additional Requirements for Quote Consideration:**

1. Strict adherence to Technical Specifications in the table below.
2. All materials as applicable shall be certified before delivery.
3. NACA is VAT exempt and relevant tax deductions shall be made on behalf of the relevant authorities e.g 5% Withholding Tax and 1% Stamp Duty.

Yours sincerely,

**Pharm. Dawuda Bage**  
Head Procurement

Quotation Letter

*(to be filled by Supplier/Vendor on Letter Head)*

Date:

Request for Quotation: **Provision of Hotel Services**

To: **XXXXX**

Having examined the documents regarding the Request for Quotations, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deliver the *(name the goods/service)* in conformity with the said Request for Quotations for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of the Quotation.

We undertake, if our Quotation is accepted, to deliver the goods/service in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Quotation for the period specified in the Request for Quotations as of the date of the opening of the Quotations and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Quotation, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign this Quotation for and on behalf of \_\_\_\_\_

To: **XXXXXX**

Quotation: Quotation for Provision of Hotel services

Date of Price quotation \_\_/\_\_/\_\_

**TABLE TWO - Specifications of Services Needed:**

S/N	Description of Items	Client Specification	Vendors Specification (Components of the item)	Unit		Price
1	Tea Break	At least One (1) protein option (chicken, fish, or beef) Two (2) pastry options (meat pies, donuts, sandwiches, scotch eggs, cupcakes, sausage rolls) One (1) fruit options Tea/coffee with cream and sugar Bottle of water (75cl)		1		
2	Buffet Lunch	At least the following; Starter-Pepper soup and bread rolls Two (2) protein options (chicken & fish or beef & fish or chicken & beef) Two (2) swallow options (pounded yam, semolina, amala, garri, wheat etc.) Two (2) soup options (Ogbono, Egusi, Bitter leaf, Vegetable, Okro soup etc.) Two (2) rice options (Jollof rice, Fried rice, Coconut rice, White rice, Ofada rice, Chinese rice etc.) Fried plantain Vegetable salad or Moimoi Fruit Salad or Fruit or Cake or Ice cream Bottle of soft drink/juice (Coke, Sprite or Fanta) (75cl) Bottle of water (75cl)		1		
3	Packaged Lunch A	At least the following; Starter-Pepper soup Two (2) protein options (chicken & fish or beef & fish or chicken & beef) Two (2) swallow options (pounded yam, semolina, amala, garri, wheat etc.) Two (2) soup options (Ogbono, Egusi, Bitter leaf, Vegetable, Okro soup etc.) Fruit Salad or Fruit or Cake or Ice cream Bottle of soft drink/juice (Coke, Sprite or Fanta) (75cl) Bottle of water (75cl)		1		
4	Packaged Lunch B	At least the following; Starter-Pepper soup Two (2) protein options (chicken & fish or beef & fish or				



		chicken & beef) Two (2) rice options (Jollof rice, Fried rice, Coconut rice, White rice, Ofada rice, Chinese rice etc.) Fried plantain Vegetable salad or Moimoi Fruit Salad or Fruit or Cake or Ice cream Bottle of soft drink/juice (Coke, Sprite or Fanta) (75cl) Bottle of water (75cl)				
5	Accommodation	Single rooms (Accommodation rooms should be self contained and the bathrooms should offer both hot and cold running water)		1		
6	Hall (Inclusive of Projector and PAS) >100 person	100 and above persons capacity		1		
7	Hall (Inclusive of Projector and PAS) 50 < 100 person	50 to 100 persons capacity		1		
8	Hall (Inclusive of Projector and PAS) < 50 person	Below 50 persons capacity		1		