LEARNING THROUGH SKILLS ACQUISITION INITIATIVE

Request for Proposal for Office re-construction and electro-fitting of Primary health care in Dekina,okene,okehi,kabba,Lokoja

LTS/RFQ/SIDLIK/2026/000

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1 ABOUT LEARNING THROUGH SKILLS ACQUISITION INITIATIVE (LETSAI)

LETSAI particularly targets women, youths and children, the most vulnerable members of the society; it addresses protection issues through sustainable livelihood, Gender Based Violence (GBV), psychosocial support through women groups and counseling session and women empowerment interventions. The organization works with the relevant stakeholders towards peace building, sensitize women on GBV, management of survivors of violence by building and developing the skills of women and young girls. Hygiene promotion as a component where best practices of hygiene are being enhanced through house-to-house sensitization. The organizational values include timeliness, good attitude, integrity, excellence and professionalism while mainstreaming gender in all her interventions.

2 PROPOSED TIMELINES

RFQ Proposed Timelines	
Request for Proposal Release date	20th JULY , 2026
Questions for Clarification from Bidders date	21th JULY—23TH JULY, 2026 (08162952832)
Deadline for LETSAI Response to Questions from Bidders date	24TH JULY, 2026
Closing Date for Submission of Bids	20TH AUGUST, 2026
LETSAI Committee Bid Opening & Analysis date	21th AUGUST, 2026
Contract Award Date to Selected Bidder	21TH AUGUST, 2026
Date for Start of Contract Agreement	24TH AUGUST, 2026

3 SERVICE REQUIRED

Learning Through Skills Acquisition Initiatives (LETSAI) invites interested suppliers and service providers to submit quotation for the "Re-construction and Retro-fitting of primary health care in Dekina,lokoja,okene,okehi,kabba" in Lokoja,kogi state Nigeria.

LETSAI will not entertain any cost should a bidder not successful after the bidding process has closed but will remain on LETSAI list of interested vendors and will be contacted for subsequent supplies.

4 TERMS OF BIDDING

LETSAI in its capacity as the Contracting body, invites bids from suitably qualified and interested vendors that wish to participate for the ''Re-construction and Retro-fitting of primary health care in Dekina,lokoja,okene,okehi,kabba".

The selected vendor will enter into a contract agreement with LETSAI for the '' Re-construction and Retro-fitting of primary health care in Dekina,lokoja,okene,okehi,kabba". Bidders must be resident in kogi who have complied with all Government legal Regulations to operate in Nigeria and a regular tax payer to offer such goods and services as specified in the tender, and shall provide LETSAI with a copy of its valid registered certificate. The vendors shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

5 CONDITIONS FOR THE SUBMISSION OF QUOTES

5.1.1 Quotation documents must be completed in English

5.1.2 Bidders must respond to all requirements set out in this RFP and complete their offer on company's letter headed template.

5.1.3 In the event of a contract is awarded to a bidder that has knowingly withheld some relevant information or otherwise misled LETSAI in the evaluation process, the contract agreement will be terminated and null and void. All cost and expenditures incurred will be at their own expenses.

5.1.4 Any conflicts of interest involving a supplier must be immediately disclosed to LETSAI particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the bidder.

5.1.5 LETSAI is not bound to accept the lowest of any bid submitted.

5.1.6 Information supplied by suppliers will be treated as contractually binding agreement.

5.1.7 LETSAI reserves the right to terminate this competition at any stage.

5.1.8 Only successful bidders will be contacted.

5.1.9 LETSAI preferred terms of payment are by bank transfer which can be done on or before 30 days after satisfactory supply and receipt of delivery note, completion certificate and bidder's invoice**.**

5.1.10 This document cannot and MUST NOT be construed in any way as an offer to contract

5.1.11 LETSAI and all contracted suppliers, and their subcontractors, associates or any partners must act in full compliance with the donor requirements and to the highest ethical standards.

6 SUBMISSION OF QUOTATION

Offers must be delivered in the following way:

1. **Within Kogi**

Bidders shall submit their quotes in a sealed envelope addressed to the Procurement Unit, at Learning Through Skills Acquisition Initiative (LETSAI) No 2 beside late Gov Audu house GRA, lokoja kogi State before 4:30PM 20th August, 2026. All bids are to be deposited by the bidders or their representative into the bid box provided. BIDS SUBMITTED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED.

2. **Outside Kogi**

Send the completed tender documents to: P-logistices@Letsai.com using the reference number as the subject of the mail before 4:30PM 20th August, 2026.

7 SUBMISSION CHECKLIST

Line	Item	Tick attached
1	This RFP document MUST be filled, stamped, signed and dated	
2	Submit financial offer on Company letter head paper	
3	Business Registration certificate	
4	Tax clearance certificate	
5	Contract or PO for similar services- (minimum three completion certificates)	
6	Bid Validity	

8 QUALIFICATION AND EVALUATION PROCESS & AWARD CRITERIA

8.1 ELIGIBILITY AND QUALIFICATION PROCESS

The first phase of evaluation of the responses will determine whether the bidder meets the preliminary eligibility criteria. These are:

Administrative Instruction:

8.1.1 Preliminary Eligibility:

- Bid submitted against the set deadline
- Bids contain all documents mentioned above
- All quotations are in the local currency (Naira)

Competitors who do not comply with the administrative instructions above may have their bids disqualified at this stage, and therefore would not progress to the evaluation stages.

8.2 ESSENTIAL CRITERIA

These criteria are not negotiable and MUST be met by all bidders for your bid to be evaluated, failing to submit the below information, your bid will be disqualified.

1	Submit financial offer – Refer to the attached list of items with quantities
2	Business Registration certificate with Corporate Affairs Commission
3	Tax clearance certificate either from Federal Inland Revenue Services or State Inland Revenue Services
4	Tax Identification Number (TIN)

8.3 AWARD CRITERIA

Bidders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.

AWARD CRITERIA			**Supplier to Tick One Option preferred Per Category**
		Delivery to LETSAI warehouse within 14 days and less	
		Delivery to LETSAI warehouse within 15 to 21 days	
		Delivery to LETSAI warehouse Above 21 days and more.	
		3 Months or More	
		2 Months	
		1 Month	

3	**Quality of Sample**	100% Best quality samples of all Office Stationary.	
		75% better quality samples of all Office Stationary items	
		50% good quality samples of all Office Stationary items.	
		15% for 3 PO, contract or completion certificate.	
		10% for 2 PO, contract or completion certificate.	
		5% for 1 PO, contract or completion certificate.	
	Total Score for Award Criteria		
	Best Price Offer		
	TOTAL MAXIMUM SCORE AWARD CRITERIA		**100%**

All prices must be in NAIRA and will be evaluated on full cost basis (including all fees and taxes).
Marks for cost will be awarded on the inverse proportion principle (shown below):

$$Score^{vendor} = Maximum\ Score\ X\ (price^{minimum} / price^{vendor})$$

NB: 10% or 5% withholding tax is inclusive.

9 COMPANY INFORMATION – BIDDERS MUST PROVIDE COMPANY DETAILS BY FILLING THE BELOW FORM

Name	
Company Name	
Address	
Specialization	
Registration Number	
Telephone	

E-mail address		
Year Established		
Legal Form. Tick the relevant box	☐ Company ☐ Partnership ☐ Joint Venture	☐ Other (specify):
Tax registration number		
Directors' names and titles		
Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional tables in this format.		
☐Yes	☐No	
Provide details of contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates)		
Provide details of any applicable Quality Assurance certificates or qualifications your company or employees have:		

By submitting an offer under this Request for Proposal, the bidder hereby confirm that the following statements are correct and further undertakes to inform LETSAI of any changes in status of these matters.

The bidder is not bankrupt or is being wound up, neither are its affairs are being administered by the court nor has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulation.
The bidder is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.
Neither the bidder, a director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata nor been guilty of grave professional misconduct in the course of their business.
The bidder has fulfilled all its obligations relating to the payment of taxes or social security contributions in Ireland or any other state or country in which the tenderer is located or doing business.
Neither the bidder, a director or Partner has been found guilty of: fraud, money laundering, corruption; convicted of being a member of a criminal organisation; nor of serious misrepresentation in providing information to a public buying agency
The bidder has not contrived to misrepresent its Health & Safety information, Quality Assurance information, or any oth information relevant to this application.

I confirm that the proposal and the costs provided to accompany it are an accurate reflection of the costs that will be charged to LETSAI according to the information provided in this request for quotation; and that there are no other costs associated with using the service that my company offers. I also confirm that I have the authority to sign on behalf of the company that is bidding.

Signed & Stamp:			
Print name:		Position:	
Company Name:		Date:	
Address:			

10 APPENDICES

10.1 FINANCIAL OFFER - DETAILED DESCRIPTION OF RECONSTRUCTION AND RETRO-FITTING OF PRIMARY HEALTH CARE IN DEAKINA,OKENE,KABBA,OKEHI,LOKOJA.

S/No	Item/Specifications	Unit	Quantity	Estimated Cost/ Unit (NGN)	Estimated Total Cost (NGN)
1	Construction/renovation of Ramps	5	5		
2	Construction/renovation of Hand Rails	5	5		
3	Construction/renovation of Toilet and shower	5	5		
4	Production of information signages	5	5		
5	Construction and renovation of stair case	5	5		
6	Rectro-fitting of the entrances	5	5		
7	Rectro-fitting of the Doors	5	5		
	TOTAL COST-NGN				
	WH Tax 10% or 5% (Applicable)				
	TOTAL AFTER TAX				

11 LETSAI Conflict of Interest - Suppliers

Supplier hereby agrees that Supplier and Supplier's employees and subcontractors, if any, shall abide by and follow all established written policies of LETSAI related to work.

Conflict of Interest

- Supplier hereby warrants that, to the best of its knowledge, no LETSAI employee, officer, consultant or other party related to LETSAI has a financial interest in the Supplier's business activities.
- Supplier hereby warrants that, to the best of its knowledge, no LETSA employee, officer, consultant or other party related to LETSAI has a family relationship with the supplier's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future LETSAI activities.
- Supplier hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to LETSAI.
- Supplier herby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

Supplier Herby Agrees to Maintain High Ethical and Social Standards:

- **Working conditions and social rights:** Avoidance of child labour, bondage, or forced labour; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and LETSAI beneficiaries; prohibition of trafficking in persons.
- **Environmental aspects:** Provision of goods and services with the least negative impact on the environment.
- **Humanitarian neutrality:** Endeavouring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- **Transport and cargo:** Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action and termination of contract.

By signing this statement supplier acknowledges any violation of the above LETSAI policies will result in immediate termination of any agreement in place and disqualification from participation in future LETSAI activities.

Supplier Name:
Signature:
Title:

Name of Person:
Date: