# Request for Quotations

## Procurement of Manual Trolleys

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| **Reference No.:** | RQ10566 |
| **Date Published:** | 07/22/2026 |
| **Due Date for Responses:** | 07/30/2026 |

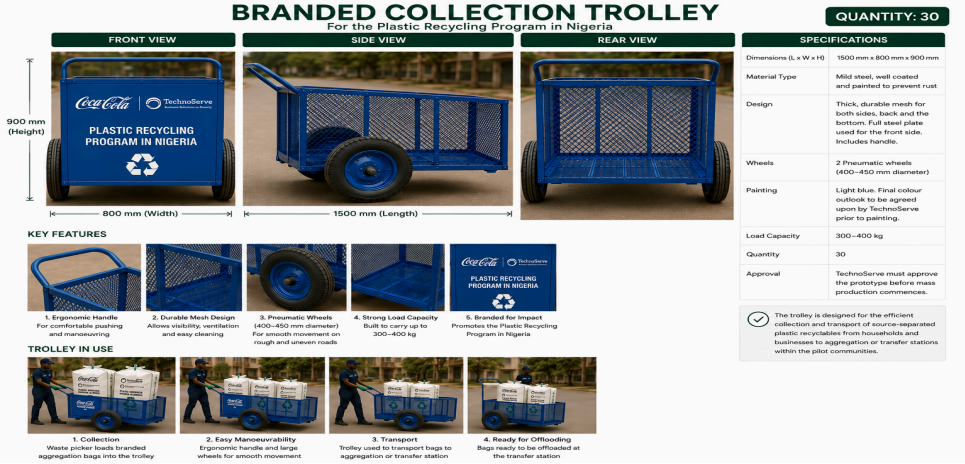
### Requirements

TechnoServe Nigeria invites qualified and experienced manufacturers and suppliers to submit quotations for the manufacture, supply, and delivery of Manual Collection Trolleys for the Separation at Source Pilot Project under the Plastic Recycling Program (PReP) in Lagos, Nigeria.

Interested bidders are requested to submit their quotations in accordance with the requirements, technical specifications, and terms and conditions outlined in this Request for Quotation (RFQ). Quotations will be evaluated based on compliance with the specified requirements, technical capability, delivery timeline, quality standards, and overall value for money.

**Specification:**

**Dimensions:** Length: 1500mm. Breath: 800mm. Height: 900mm
**Material type:** Mild steel, well coated and painted to prevent rust.
**Design:** Use thick, durable mesh for both sides, back and the bottom of the trolley. Full steel plate must be used for the front side. Include handle. Use 2 pneumatic wheels (400–450 mm diameter). TechnoServe must approve the prototype before mass production commences.
**Painting:** Light blue. The final colour outlook must be agreed upon by TechnoServe prior to painting.
**Load capacity:** 300–400 kg




### Delivery Instructions

The manual collection trolleys shall be delivered to the following locations:

- Ikeja Local Government Area, Lagos State
- Ikorodu Local Government Area, Lagos State

### Requested Delivery Date

08/10/2026

## Additional Information

Please note the following terms:

- Payment Terms: 100% payment will be made within 30 days of invoicing upon job completion.
- Statutory Deductions: TechnoServe deducts 2% Withholding Tax (WHT) in accordance with FIRS regulations.
- Tax: Please include 7.5% VAT in your quote.

To be considered, your quote must include the following information:

1. Copy of CAC registration
2. Validity period of the quote
3. Delivery timeline
4. Confirmation of payment terms
5. Account Name
6. Account Number
7. Account confirmation letter from your bank
8. Tax Certificate
9. Form 7

## Response Instructions

To ensure consideration, all responses must be submitted no later than **07/30/2026**, written in **English** with prices stated in **NGN**. All responses must:

- Contain a detailed cost with applicable taxes and other charges clearly identified. Provide requested
- payment terms and conditions.
- Include a contact name, email address, and telephone number.
- For quotes from a firm, provide a brief outline of the company and services offered, including the company's full legal name and address, the jurisdiction of incorporation, the full legal name and country of citizenship of the company's owners/principal officers, and the year the business was established.
- If a consortium of firms or a team of consultants submits a quote jointly, the above information should be provided for each member of the team.
- Only include attached files that are 10 MB or smaller in size. Do not include compressed (ZIP, RAR), executable, or other unusual file formats as these will be rejected.

Submit responses to: **buy+RQ10566@tns.org**

***Note: DO NOT email your response to any employee of TechnoServe or deliver your response in hard copy to a TechnoServe office. Failing to adhere to these instructions may make your response ineligible for consideration.***

## Terms and Conditions

- This solicitation shall not be construed as an offer by TechnoServe. Responses must be
- submitted on or before the date indicated.
- Any quotes that are unresponsive will be summarily rejected.
- Responses to this solicitation shall be deemed binding offers and must remain valid for acceptance for no less than 90 days from the closing date of this solicitation.
- Any purchases resulting from this solicitation will be governed by TechnoServe's contractual terms and conditions, and may be subject to additional terms as required by donors funding the purchase.
- TechnoServe expressly reserves the right to accept or reject any quote or to cancel the solicitation process at any time without explanation, with no liability to any respondent.
- TechnoServe may, at its discretion, accept all or part of a respondent's offer.
- All information provided by TechnoServe in this solicitation is given in good faith; however, details are subject to change. TechnoServe may require
- respondents to enter into a non-disclosure agreement as a prerequisite for consideration.
- Respondents bear sole responsibility for all costs incurred in connection with the preparation of their response, including any third-party expenses.
- All responses shall become the property of TechnoServe.
- Respondents must fully disclose any conflicts of interest pertaining to this solicitation. Failure to comply may result in disqualification.

## Request Files

The following attached files, if any, represent an important part of this solicitation. No

attached files.

## Selection Criteria

Submissions will be evaluated based on the following criteria and rating methodology.

| Selection Criteria | Max Points |
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|---|---|
| Quality of goods/services, factoring in vendor reputation | 40 |
| Price, inclusive of all delivery, fees, taxes, and other charges | 30 |
| Ability of the vendor to deliver goods/services in line with the dates requested | 20 |
| Payment terms, with full points granted for payment 30 days after invoicing | 10 |