Request for Quotations

Service Level Agreement for Staff Communication Support - TechnoServe Nigeria offices.

Reference No.:	RQ10515
Date Published:	07/14/2026
Due Date for Responses:	07/21/2026

Requirements

S/N	ITEM DESCRIPTION	QUANTITY/NO. OF STAFF
1	Provision of Staff Communication Support (Airtime and Data); MTN, Airtel, 9mobile, Glo, IPNX	150
2	Service Charge (In percentage of total amount)	
3	7.5% Value Added Tax (VAT)	
	Note: Please provide unit price in multiples of NGN500 and NGN1,000 for each network provider.	

Delivery Instructions

All States including FCT.

Requested Delivery Date

07/14/2027

Additional Information

In addition to the quotation in a single file, submit the following documents;
CAC Certificate
Tax Clearance Certificate for the last three years
Company Profile
Reference letter from at least two previous clients confirming previous work done
Bank letter confirming bank account details

Response Instructions

To ensure consideration, all responses must be submitted no later than **07/21/2026**, 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+RQ10515@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
Price, inclusive of all delivery, fees, taxes, and other charges	40
Vending period, within one week of contract	30
Complete registration and statutory documentation	20
Payment terms, with full points granted for payment 30 days after invoicing	10