REQUEST FOR PROPOSAL

SUPPLY OF AUTOMOBILE VEHICLE

PRF N°: NG-0005-2026-ELETA

Eleta Eye Institute (EEI) is a charitable, not-for-profit incorporated trusteeship dedicated to the prevention of blindness, strengthening of eye health services, and improvement of vision for individuals with visual impairment through the delivery of high-quality, accessible eye care for all.

In line with achieving the major objective for this mission, Eleta Eye Institute is soliciting competitive, sealed bids from reputable companies to establish a contract for the **supply and delivery of one (1) automobile vehicle.**

1. Purpose of this Request for Proposal;

The purpose of this Request for Proposal is to seek the suitable supplier of **one (1)** unit of vehicle for Eleta Eye Institute office in Nigeria as per the specifications provided herein.

1) **Scope of service;**

Supply of Pick-up Automobile Vehicle for ELETA EYE INSTITUTE office in Nigeria as per the descriptions below:

1. **Toyota Hilux (Petrol)**

YEAR OF MANUFACTURE 2025-2026.

1. **Bid requirements for qualification.**

The offer submitted by the bidder must imperatively comprise the following documents, enclosed in a sealed envelope or via email

- Must provide valid company registration certificates and Tax clearance certificates.
- Have a membership in relevant national or international association;
- License or certificate to be a supplier of the quoted brand of vehicle
- Technical capacity, resources available for the assignment.
- Bank Guarantee/Company audit report/Tax Clearance Certificate (TCC) is required to confirm credit worthiness and financial capability
- Provide verifiable evidence of similar supplies to a comparable international organization, including a description of services rendered.
- Attached proof of job completion/delivery notes for similar successfully executed supplies to International organizations.
- Include a detailed financial offer/Quote with clear specification of the vehicle quoted including the country of origin.

- Eleta Eye Institute is Value Added Tax(VAT) exempt, therefore the financial offer/quote should be **exclusive** of VAT. Note that Eleta Eye Institute is obligated to deduct **the appropriate** withholding Tax (WHT) and remit same to the responsible tax authority.

The bidders are free to send additional documentations/pictures if they are relevant to the context of the Request for Proposal.

2. Submission:

The hard copy bid documents should be submitted in a sealed envelope and labeled as **"Supply and Delivery of Automobile Vehicle''**

Address: Eleta Eye Institute

Academy Olomi Road

Beside St Mary's General Hospital

Ibadan, Oyo State

Or via email to: eeiprocurement@gmail.com

Deadline for Submission of Bid is: **Thursday, 30th September, 2026 at 05:00pm**

4. Language for the bids:

The language for the bid shall be **English** only.

5. Notification of the results:

Only the successful bidder will be notified, and if you do not receive email communication within three weeks after the expiring of the deadline for submission, consider your bid unsuccessful.

6. Qualification criteria

The Service provider will be selected according to their responsiveness, profile, reliability, financial quote, past experience in supplying the same type of vehicle, prompt delivery timeline, background, payment terms, quality of services.

The completeness of the submission in compliance to the requirements of the Request for Proposal will be considered.

7. Eleta Eye Institute PROHIBITED CONDUCT – CORRUPTION AND BRIBERY: ELETA expects all its employees, and the Service provider and all its employees, to adhere to the highest standards of accountability, which requires honest and ethical conduct. ELETA prohibits and takes a zero tolerance stance towards all forms of corruption, which includes fraud, theft, embezzlement, unapproved conflicts of interest, false claims, and bribery. In addition to its prohibition of all forms of corruption, ELETA prohibits and takes a zero tolerance stance towards its employees or Service Provider: (1) accepting or requesting any form of bribe from any

person or organization; (2) giving, offering, promising, authorizing or assisting any form of bribe to any representative of any organization, including any government employee or candidate for public office, unless such bribe is (1) a facilitating or expediting payment the purpose of which is to expedite or to secure the performance of a routine and lawful action AND (2) such payment is made under duress, in circumstances where a reasonable person would believe that they have no alternative other than to provide the payment in order to protect life or liberty. Bribe means (1) anything of any value (2) provided to a person or anyone associated with that person (3) with the purpose of inducing the person to do or omit to do (4) any act in violation of his or her lawful duty, to obtain any improper advantage, or to induce a person who is in a position of trust or loyalty to an organization to use his or her influence to improperly affect or influence any act or decision of that organization. The Service Provider agrees to abide by the prohibition on corruption and bribery and ELETA expects the Service Provider to ensure that its employees, representatives, vendors, contractors (if any) also adhere to this prohibition. The Service Provider agrees to immediately report to ELETA any credible evidence of corruption and/or Bribes that: (1) involve funds or resources provided to Service Provider under this Contract or that are in any other way related to this Agreement; or (2) that involve ELETA' Employees. ELETA is authorized to report such evidence to law enforcement and/or to ELETA' donors. The Service Provider understands and agrees that a violation of the prohibition on corruption and bribery may, in addition to any other remedies available under this agreement or at law, result in immediate termination of this Contract by ELETA, and may also result in Service Provider being determined ineligible to work with ELETA in the future

8. Disclaimer:

This is only a Call for Proposal, Eleta Eye Institute reserves the right to either amend or cancel it at any time with or without notice. In such cases, Eleta Eye Institute shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their Proposals.

Any failure upon these engagements will involve the rejection of the Proposal formulated or, in case, the cancellation of the committed contracts.

9. Enquiry

Enquiries or additional information may be physically made at Eleta Eye Institute (EEI) office at Eleta Eye Institute, Academy Olomi Road, Beside St Mary's General Hospital, Ibadan, Oyo State

By email exclusively to: **eeiprocurement@gmail.com** with the subject stating the reference number.

a. By Phone through the following numbers: +234 803 2896 262

ELETA EYE INSTITUTE

ANNEX 1: SPECIFICATIONS FOR AUTOMOBILE VEHICLE

1. Toyota Hilux (Petrol)

YEAR OF MANUFACTURE 2025-2026.

Vehicle should meet or exceed minimum requirements below or Equivalent.

Color: White

Quantity: **1**

Description

Make	Toyota
Model	Hilux
Model Year	2025 or 2026
Condition	Brand-new and unused
Body Type	Double Cab Pickup
Drive	4x4
Fuel	Fuel
Transmission	Automatic
Seating	Minimum 5 persons
Air Conditioning	Factory-fitted
Safety	Standard manufacturer safety features, including airbags, ABS and stability control
Spare Tyre	Full-size
Steering	Left-hand drive
Application	Suitable for Nigerian roads and field/off-road operations
Delivery Location	Ibadan, Oyo State, Nigeria

Interior

Power Windows: All Windows

Power Steering: Electric Power

Instrument Console: Analog + Digital

Multifunction Display: Yes

Adjustable Steering Column: Rake, Reach

Multifunction Steering Wheel: Multifunction Steering Wheel

Start / Stop Button: Yes

Rear Center Armrest: Cup Holders

Clock: Digital

Front, rear air conditioning