REQUEST FOR QUOTATION

Leading in disability inclusive development

CBM COUNTRY COORDINATION OFFICE:
13 Okemesi Crescent, Off Twon Brass Street, Garki 2,
Abuja, Nigeria

Date: 15\11\2026

PRF No: NG-0997-2026-CBM

SUPPLIER NAME/ADDRESS/PHONE NUMBER:	**CBM CONTACT :** **Administration Department** **E-mail: elizabeth.anyebe@cbm.org** **Phone No:+234(0) 805 8370 214**

Dear Sir/Madam.

CBM is seeking qualified suppliers to provide a price quote for beverages as seen in the table below. Please refer to the **Term and Conditions** (Page 3) in preparing your quotation and kindly ensure that your quotation reaches CBM on or before **Thursday 19th November 2026**.

S/N	Description	Quantity	Unit Price	Total Price	Remarks
1.	Nestle water with zinc	5 packs			
2.	Peak milk refill 350g (full cream)	4 cartons			
3.	Milo refill (400g)	3 cartons			
4.	Milo refill (400g)	3 packs			
5.	Lipton	6 pieces			
6.	Ovaltine refill (400g)	2 cartons			
7.	Ovaltine refill (400g)	3 pieces			
8.	Dish food water cracker (with black pack)	3 pieces			
9.	Liquid peak milk 160g (full cream)	3 cartons			
10.	Liquid peak milk 160g (full cream)	9 pieces			

11.	Top tea 47.5g	9 pieces			
12.	Three crown powder refill (320g)	8 cartons			
13.	Three crown powder refill (320g)	6 pieces			
14.	Golden morn (300g)	1 carton			
15.	Golden morn (300g)	9 pieces			
16.	McvitiesRich Tea Biscuit 300g	1 carton			
17.	McvitiesRich Tea Biscuit 300g	6 pieces			
18.	Mcvities Digestive Biscuits the original  156g Or  AllinOne Store MCVITIES DIGESTIVE ORIGINAL 250G Mcvities Digestive original 250g	6 pieces			
19.	Oxford Sweetened Cabin Biscuits 100g	42 pieces			
20.	Canned drinks (Schweppes Pineapple carton of 24)	2 packs			
21.	7.5 VAT				

Thank you,

Administration department

TERMS AND CONDITIONS OF QUOTATION

Delivery Terms	
Delivery Place	13 Okemesi Crescent, Off Twon Brass Street, Garki 2, Abuja. CBM Country Office
Payment Terms	100% Payment after Service Delivery.
Validity of Quotation	1 months

Additional Terms & Conditions:

1. **Submissions alongside the Quotation for consideration** within 1 day after receipt of the Purchase Order or Signing of the Contract (Where Applicable).
2. The detailed financial quote should be in **Naira and account details.**
3. The quotation should state clearly the **validity period of quote (minimum 3 months), payment term** and **availability of product.**
4. Applicable 2%Withholding Tax will be **deducted** from price quotes and remitted to appropriate statutory bodies.
5. **Warranty Period** of items should be clearly stated as CBM will reject items with expired warranty

Quotations submission requirements:

The quotation shall contain the following documents:

- Copies of Company legal identity (CAC Document, past job done, other relevant legal documents and license of dealership if applicable).
- Submission of Copies of FIRS print out of UPDATED TAX IDENTIFICATION NUMBER (TIN)
- Detailed description of the quoted items (with pictures where possible)
- Provide a list of a minimum of 3 (three) relevant references for similar supplies for the last two years preferably to INGOs supported with evidence of supplies/delivery of items.

Mode of Submission of quotation:

- **The Quotation MUST reach the CBM office on or before Thursday 19th November 2026 to qualify for this Bid Request.**
  - Quotes must be submitted in **hard copy** or **electronic** to CBM Office located in 13 Okemesi Crescent, off Twon brass Street Garki 2, Abuja.
  - The quotation should be on company letterhead duly signed and stamped by an authorized person of the company (or appropriate Proforma Invoice signed and stamped by authorized persons) and delivered to the CBM Office in a **sealed envelope** and addressed to CBM Office Procurement Committee.

Incomplete Quotations Shall Not Be Examined

Evaluation criteria:

Quotations will be evaluated based on their responsiveness to the specifications, financial quote, validity of quote, warranty period, evidence of past/current delivery of the required services, qualification (experience), after sale service, agreement to CBM payment terms & delivery time.

CBM reserves the right to reject any or all bids not considered to be in the best interest of the organisation and/or the people it serves.