Request for Quotation
(Goods)

	DATE: November 10, 2026
Dear Sir/Madam	**REFERENCE:** RFQ:11/10/2026/01

To whom it may concern,

We kindly request you to submit your quotation for Provision of Printing and Editing Services for BCI counselling materials and Job aids as detailed in Annex 1 of this Request for Quotation (RFQ). When preparing your quotation, please be guided by the form included as Annex 2.

Quotations may be submitted on or before November 30, 2026 via e-mail to the following address: **Bidsnigeria@nutritionintl.org**.

Quotations submitted by email *must* be:

1. Submitted via no more than one email transmissions.
2. Signed and in PDF format.
3. Free from any form of virus or corrupted contents.

Submissions that do not meet all of the listed criteria shall be rejected.

It will remain your responsibility to ensure that your quotation reaches Nutritional International on or before the deadline. Quotations that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please note the following requirements and conditions pertaining to the supply of the above-mentioned services:

Latest expected delivery date and time (if delivery time exceeds this, quote may be rejected by Nutrition International)	☐ from the issuance of the Purchase Order ☒ As per attached delivery schedule (if delivery will be staggered) Time: **January 30, 2027** Time zone of reference: 9:am	
Delivery schedule	☒Required ☐Not required	
Packing requirements		
	☐ Air	☒land
	☐Sea	☐other
Value Added Tax (VAT) on price quotation	☒ Must be inclusive of VAT and other applicable indirect taxes	
After-sales services required	☐Warranty on parts and labor for minimum period of ☒Technical support ☐Provision of service unit when pulled out for maintenance/repair ☐ Others	
Deadline for the submission of quotation	COB, Monday, November 30, 2026 and 12 midnight	
All documentations (including catalogs, instructions and operating manuals) shall be in this language	☒ English ☐ French ☒ Others Hausa	
Documents to be submitted	☒ Completed quotation using the form in Annex 2 ☐ A statement of whether any import or export licenses are required in respect to the goods to be purchased, including any restrictions on the country of origin or use/dual use nature of goods or services, including and disposition to end users ☒ Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected ☐ Quality certificates (ISO, etc.) ☒ Latest Business Registration Certificate ☒ Latest Internal Revenue Certificate/tax clearance ☐ Manufacturer's authorization of the supplier as a sales agent submitting a quote to Nutrition International (if supplier is not the manufacturer) ☐ Certificate of Exclusive Distributorship in the country (if applicable, and if supplier is not the manufacturer)	

	☐ Complete documentation, information and declaration of any goods classified (or that may be classified) as “dangerous goods” ☐ Patent Registration Certificates (if any of technologies submitted in the quotation are patented by the supplier) ☒ The Nutrition International Vendor Registration Form (available here), filled out and signed by an authorized representative. ☒ Written self-declaration of not being included in any anti-terrorism and economic sanctions list, including the following: **Government of Canada, Office of the Superintendent of Financial Institutions:** http://www.osfi-bsif.gc.ca/Eng/fi-if/amlc-clrpc/atf-fat/Pages/default.aspx **Government of Canada, Public Safety Canada:** https://www.publicsafety.gc.ca/cnt/ntnl-scrt/cntr-trrrsm/lstd-ntts/crrnt-lstd-ntts-en.aspx **Government of Canada, Export and Import Controls:** https://www.international.gc.ca/controls-controles/index.aspx?lang=eng **United Nations Security Council Consolidated List:** https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list ☐ Others *[pls. specify as many as required]*
Period of validity of quote (starting from the submission date)	☐ 60 days ☒ 90 days ☐ 120 days In exceptional circumstances, Nutrition International may request the supplier to extend the validity of the quotation beyond what has been initially indicated in this RFQ. The supplier shall then confirm the extension in writing, without any modification whatsoever to the quotation.
Partial quotes	☒ Not permitted ☐ Permitted [pls. provide conditions for partial quotes and ensure that requirements are properly listed to allow partial quotes (such as in lots)]
Payment terms	☒ 100% upon complete delivery of goods ☐ Others *[pls. specify]*
Liquidated damages	☐ Will not be imposed ☐ Will be imposed under the following conditions: Percentage of contract price per day of delay: _____ Max no. of days of delay*: _____ *After which Nutrition International may terminate the contract.
Evaluation criteria (check as many as applicable)	☒ Technical responsiveness/full compliance with requirements and lowest price/comprehensiveness of after-sales services

	☒ Full acceptance of the purchase order/contract general terms and conditions [this is a mandatory criterion and cannot be deleted, regardless of the nature of services required] ☒ Earliest delivery/shortest lead time1 ☐ Others
Type of contract to be signed	☐ Purchase order ☒ Contract (goods and/or services) ☐ Other types of contracts
Contract general terms and conditions	☒ General terms and conditions for contracts (goods and/or services)
Special conditions of contract	☒ Cancellation of purchase order/contract if the delivery/completion is delayed by 5 days ☐ Others
Conditions for release of payment	☒ Passing inspection [specify method, if possible] ☐ Complete installation ☐ Passing all testing [specify standard, if possible] ☐ Completion of training on operation and maintenance [specify no. of trainees, and location of training, if possible ☒ Written acceptance of goods based on full compliance with RFQ requirements ☐ Others
Annexes to this RFQ	☒ Specifications of the Goods Required (Annex 1) ☒ Form for submission of quotation (Annex 2) ☒ General Terms and Conditions for goods available here: Nutrition International General Terms and Conditions for Goods.docx or ☐ General Terms and Conditions for Services available here: Nutrition International General Terms and Conditions for Services.docx ☐ Others Non-acceptance of the terms of the General Terms and Conditions shall be grounds for disqualification from this procurement process.
Contact person for inquiries (written inquiries only)2	Ayodele Gbemileke SPO, MNHN Nigeria procurementnigeria@nutritionintl.org

Commented [CL1]: Design: Please give these first two items (Passing inspection and Complete installation) check boxes like the other items.

[1] This shall be used for time-critical and/or urgent requirements.
[2] This contact person and address is officially designated by Nutrition International. If inquiries are sent to other persons or addresses, even if they are Nutrition International staff, Nutrition International shall have no obligation to respond, nor can Nutrition International confirm that the query was received.

	Any delay in Nutrition International's response shall not be used as a reason for extending the deadline for submission, unless Nutrition International determines that such an extension is necessary and communicates a new deadline to the suppliers.

Goods offered shall be reviewed based on the completeness of the quotation and its compliance with the minimum specifications described above and with any other annexes that provide details about Nutrition International's requirements.

The quotation that complies with all of the specifications, requirements and other indicated evaluation criteria — and that offers the lowest price — shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by Nutrition International. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on Nutrition International's re-computation and correction of errors, its quotation will be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates or any other market factors shall be accepted by Nutrition International. At the time of award of contract or purchase order, Nutrition International reserves the right to vary (increase or decrease) the quantity of services and/or goods without any change in the unit price or other terms and conditions.

Any purchase order issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the supplier accepts without question Nutrition International's General Terms and Conditions.

Nutrition International is not bound to accept any quotation, nor award a contract/purchase order, nor be responsible for any costs associated with a supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Nutrition International encourages every prospective supplier to avoid and prevent conflicts of interest by disclosing to Nutrition International if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates and other information used in this RFQ.

Nutrition International implements a zero tolerance on fraud and other proscribed practices, and it is committed to identifying and addressing all such acts and practices against Nutrition International, as well as third parties involved in Nutrition International activities.

Thank you and we look forward to receiving your quotation.

Annex 1: Technical specifications

Items to be supplied*	Quantity	Description/specifications of goods	Latest delivery date
	200 copies	**(Vendor to Provide Samples for Vetting at NI office).** **Specifications for Printing** 1. **Colour Scheme: CMYK** 2. **Format: Offset Colour Separation or Direct imaging (DI)** 3. **Paper Size : A2 Portrait** 4. **Paper Type: 150gsm Art Paper Matte** 5. **Trimming: Bleeding. No white edge** **Lamination: none**	January 30, 2027 Jigawa State PHCDA & Katsina State PHCDA
	200 copies	**Specifications for Printing** 1. **Colour Scheme: CMYK** 2. **Format: Offset Colour Separation or Direct imaging (DI)** 3. **Paper Size : A3 landscape** 4. **Paper Type: 150gsm Art Paper Matte** 5. **Trimming: Bleeding. No white edge** **Lamination: none**	January 30, 2027 Jigawa State PHCDA & Katsina State PHCDA
	100 copies	**Specifications for Printing** 1. **Colour Scheme: CMYK** 2. **Format: Offset Colour Separation or Direct imaging (DI)** 3. **Paper Size : A2 Portrait**	January 30, 2027 Jigawa State PHCDA & Katsina State PHCDA

		4. Paper Type: 150gsm Art Paper Matte **5. Trimming: Bleeding. No white edge** **Lamination: none**	
		Review document with NI SPO • Photo Edit • Language Text Edit	December 15 NI's Office

***PIs. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods will be delivered to multiple destinations.**

Annex 2: Form for submitting supplier's quotation

(This form must be submitted only using the supplier's official letterhead/stationery)

We, the undersigned, hereby accept in full Nutrition International's General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of Nutrition International, as per RFQ Reference No. _____:

Table 1. Offer to supply goods compliant with technical specifications and requirements

Item no.	Description/specification of goods	Quantity	Latest delivery date	Unit price	Total price per item
	Total prices of goods				
	Add: Cost of transportation				
	Add: Cost of insurance				
	Add: Other charges (pls. specify)				
	Add: Applicable taxes				
	Total final and all-inclusive price quotation				

Table 2. Offer to comply with other conditions and related requirements

Other information pertaining to our quotation is as follows:	Your responses		
	Yes, we will comply	*No, we cannot comply*	*If you cannot comply, pls. indicate counter proposal*
Delivery lead time			
Estimated weight/volume/dimension of the consignment:			
Country (or countries) of origin:[3]			
Warranty and after-sale requirements			
a) Training on operations and maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service unit to be provided when the purchased unit is under repair			
d) Brand new replacement if purchased unit is beyond repair			
e) Others			
Validity of quotation			
All provisions of the Nutrition International General Terms and Conditions			
Other requirements *[pls. specify]*			

All other information that has not been provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[3] If the country of origin requires an export license for the goods being procured — or if there are other relevant documents that the country of destination may require — the supplier must submit them to Nutrition International if awarded the purchase order/contract.



www.NutritionIntl.org