



Spotlight Initiative
To eliminate violence against women and girls



EU/UN Spotlight Initiative 002/2022/Phase 2 (Provision of alternative economic livelihood for 800 female traditional practitioners in (Grand Gedeh, Nimba, Bong, Lofa, Margibi, Grand Bassa, Rivercess, Montserrado, Grand Cape Mount, Bomi, and Gbarpolu)

REF: RFQ/HOPE/09/08/2023

REQUEST FOR QUOTE

Helping Our People Excel hereinafter referred to as HOPE hereby invites prospective vendors to submit a quotation(s) in accordance with the Request for Quotation (RFQ) documents, including General Conditions of Contract (GCC) and the Terms of Reference as set out in this RFQ.

To enable you to submit a proposal, please read the following document carefully:

- Letter of Invitation
- Instruction to Vendor/Term of Reference
- Quotation Submission form
- Technical and Financial Offer

If you are interested in submitting a quotation, invite prospective vendors to submit a quotation(s) in accordance with the Request for Quotation (RFQ) documents, and the Terms of Reference as set out in this RFQ and submit it by the deadline set out in this notice.

Should you require further clarification, kindly communicate with the procuring office through the email address provided in the notice.

We look forward to receiving your proposal,

Helping our People Excel (HOPE) Procurement Section.

Other information related to the RFQ [All other instructions and information not yet mentioned so far in this Information Sheet but are relevant to the RFQ must be cited here, and any further entries that may be added below this table row]

Section: Information Sheet

Title of Requirement	Request for Quotes (RFQ)
Deadline for Submitting Clarification Questions	15days after issuance of the procurement
Quotation Validity Period	1month
Practical Proposal (Require Full Quantity	
Site Inspection	Monthly
Method of Evaluation	Lowest-priced technically compliant
Other information related to the RFQ	[All other instructions and information not yet mentioned so far in this Information Sheet but are relevant to the RFQ must be cited here, and any further entries that may be added below this table row]



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Section: Term of Reference

Statement of Need (include a brief summary and ensure the expected delivery date is specified).

TOR shall include:

- Background information on the project/requirement;
- Objectives of the assignment;
- Scope of work, consistent with the budget;
- List of Deliverables (see sample in table below);
- Period of performance and the review/approval time required;

Deliverables Schedule

Deliverable	Deliverable Timeframe	Payment Amount
Lot 1	1Month	
Lot 2	1Month	
Lot 3	2Months	
Lot 4	2Months	

Section: Quotation Submission Form

Vendors are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with the Technical and Financial Offer. The vendor shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

We, the undersigned, offer to supply the goods/services required in accordance with your Request for Quotation. We hereby submit our Quotation, which shall be valid and remain binding upon us for the period of time specified in the RFQ.

Vendor Declaration: on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract:

✓ Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.

✓ I/We confirm that the Bidder has the necessary capacity, capability and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.

✓ Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or



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solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

✓ I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN;

✓ Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organization’s Point of Contact.

✓ Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.

✓ Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

✓ Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

✓ I/We understand and recognize that you are not bound to accept any Quotation you receive and we certify that the goods offered in our Quotation are new and unused.

Signature: _____

Name:

Title: Request for the procurement of seed and seedling

Date:



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Section: Technical and Financial Offer

Vendors are requested to complete this form and return it as part of their quotation. The Vendor shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Technical Offer

Provide the following: - a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference. - a brief methodology, approach and implementation plan; - team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Ref	Description of Deliverables	Price
1		
2		
3		
4		
5		
6		

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Authorized Signature:

Date:

Name:

Functional Title of Authorized:

Signatory:

Email Address:



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Lot-One Seeds			
Items #	Description	Qty	Specifications
1	Pepper	50g	Hot pepper and Habaneros
2	Bitter-ball	50g	Garden egg and Kotobi
3	Peanut	1kg	Local seed
4	Watermelon	100g	Sugar baby
5	Water-greens	1kg	Local seed
6	Corn	1kg	Golden
7	Tomato	50g	Lindo
8	Cucumber	100g	Poinsett+ or Marketer
9	Rice (Upland)	50kg	Local seed
10	Rice (Lowland)	50kg	NERICA-L19
11	Okra	100g	Clemson Spinners
12	Palava sauce	1kg	Local seed
13	Cabbage	50g	Super cross or KK cross
Lot-Two Seedlings			
1	Pepper	100 pcs	Hot pepper
	Bitter-ball	100 pcs	Garden eggs
Lot-Three Roots/Stems/Stick and Suckers/heads			
Items #	Description	Qty	Specifications
1	Cassava	50 sticks	Carioca cassava and world-bank cassava
2	Plantain	100 Suckers	
3	Eddoes	100 Suckers	
4	Potatoes (stems)	Bulk	
5	Banana	100 Suckers	
Lot-Four Livestock			
1	Pigs-Pair	1 pair	American breed
2	Goat	1 pair	
3	Chicken	1 pair	
4	Sheep	1 pair	
5	Fish farming (Fingerling)	Bulk	Tilapia



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Note: Please Send Quotation as per your Interest with Your Business necessary document (Tax Clearance, Business Registration etc.) to the Email below.

Reference:

Please provide the following information for three clients that you provide service or supplied in the past

- 1 Company name**
- 2 Business Registration**
- 3 Name of primary contact**
- 4 Email and telephone number of primary contacts**
- 5 Brief description of services/products provided**
- 6 Date services/products provided**

Please address all concern to info@hopelib.org in case you need any Clarity.
Deadline for submission of RFQ is Friday, September 22, 2023 @ 11:59 P.M