

PROCUREMENT NOTICE

REQUEST FOR QUOTATION- SOLAR SYSTEMS MAINTENANCE & SERVICING - *(same with the name on requisition)*

RFQs NO: ECEWS/GF-GC7/25/03/001

DATE OF ISSUANCE: 24th MARCH, 2025

DEADLINE FOR SUBMISSION: 31st MARCH, 2025

# BACKGROUND

ECEWS is an indigenous, community based, non-profit, non- governmental organization founded in 2001. We are registered with the Corporate Affairs Commission in Nigeria, as a nongovernmental organization (Limited by guarantee of the Attorney General of the Federation) with registration number 751436.

As we take-off of the ECEWS GF-GC7 Project, where ECEWS shall be implementing the minimum service packages (clinical evaluation, provision of PHP service, facility and community retention and medication adherence support) in the Grant, ECEWS seeks to align with the UNAIDS 95:95:95 goal to achieve epidemic control in Ebonyi State.

# PURPOSE OF THE REQUEST FOR QUOTATION (RFQ)

ECEWS is sending out this Request for Quotation (RFQ) to registered companies to provide their assessment report and best price quotations for the maintenance and servicing of solar systems across 28 facilities in Ebonyi State**.** Interested companies are requested to update the following documents with ECEWS:

* ECEWS Vendor Registration Form.
* Financial Statement or Management Report.
* CAC registration documents.
* Bank Reference Letter.
* Most recent Tax Clearance Certificate.

**DESCRIPTION OF WORK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N**  | **ITEM DESCRIPTION**  | **QUANTITY**  | **PICTORIAL SAMPLE**  | **DELIVERY POINT**  |
|  |  **MAINTENANCE & SERVICING OF SOLAR SYSTEMS**  |  |
| 1  | Maintenance & Servicing of Solar systems  | 28  | NIL  | Ebonyi State  |

**PREPARING QUOTES**

* Refer to the description for required quality where applicable while preparing quotes.
* Quotation must be on the company’s letter headed paper.
* RFQ number: **ECEWS/GF-GC7/25/01/001** must be indicated on Quotation.
* Picture samples for all equipment quoted for where applicable must be included in quotes submitted.
* Quotation validity must be clearly stated.
* Terms of payment must be clearly stated.
* Quotation must be duly signed and dated by an authorized representative of the company.
* Please note that each vendor is expected to quote for all items as seen in the table above.
* Quoted cost per item must include cost of delivery, installation and or assembly for items listed above.
* Please note that ECEWS is VAT exempted however, ECEWS deducts a **withholding tax** in compliance with the tax law.
* Quotations in response to this RFQ must be submitted on or before **31st, March 2025.**

**CRITERIA FOR EVALUATION**

1. Quotations will be analyzed and evaluated based on best prices.

# METHOD/INSTRUCTIONS FOR SUBMISSIONS

* All enquiries, feedbacks or further correspondence except submissions in response to this document must be sent using the Reply All button to the email address conveying this RFQ.
* All documents for submission should be submitted either via electronic copy to (procurement@ecews.org) or by hard copy to our Head Office at “Plot 549 Nwaniba Road, (Opposite Atlantic FM) Uyo, Akwa Ibom State, Nigeria” with postal code: 530231.
* For Hard copy submissions: all submissions should be in envelopes, properly sealed and labelled with the name of company and RFQ number **ECEWS/GFGC7/25/03/001**. For Electronic submissions: all quotations attached to submission email should be labelled **ECEWS/GF-GC7/25/03/001**.
* Email submission: all emails regarding submissions must be sent only to procurement@ecews.org

DELIVERY

* All maintenance will be made at the different facilities in Ebonyi State. – Delivery Point
* Contact numbers for delivery are , 08134518839, or 08135781857, 09070383163.
* Delivery is expected Seven (7) days after signing of Purchase Order (PO).
* Quotations should include warranty period for the equipment/s.
* All quotes must remain valid for 90 days from date of submission of quotation.
* Only shortlisted organizations will be selected based on ECEWS criteria for further negotiation and thereafter contract awards.
* ECEWS will not enter any further negotiation with an organization that does not meet its standards or requirements.

***PLEASE NOTE THAT NONE ADHERENCE TO ANY OF THE ABOVE***

***CONDITIONS WILL AUTOMATICALLY DISQUALIFY YOUR QUOTE***