

REQUEST FOR QUOTATION (RFQ)



INSTRUCTIONS TO SUPPLIERS

VSO would like to request a quotation for the goods / services listed below. Suppliers providing a quotation must do so using their organisation's official stationery and return the quotation by the date stated below. Lead times must be clearly indicated.

To be completed by VSO only

To:	PROSPECTIVE VENDORS
VSO contact details:	DR. NNEKA ONAUGULUCHI
Date RFQ issued:	01/26/2021
Date RFQ due back:	01/30/2021
Date goods required by:	02/01/2021
Delivery address	onuaguluchinneka.mary@vsoint.org

What VSO requires

Item no.	Qty required	Unit	Description of Goods / Services
1	3 months	1	Facility Manager - to manage the Liberia Polio EOC (a facility inspection visit can be scheduled on request to assess the size of the facility) - Supervise cleaners and groundskeeper - Monitor diesel levels in the generator and maintain a diesel log - Notify the VSO Incident Manager when routine generator maintenance is due and maintain a service log - Notify the Incident Manager when generator corrective repairs are required and maintain a service log - Notify the Incident Manager of any facility issues (security, electrical, plumbing, leakages etc)
2	3 months	1	Administrative officer - Receive and direct visitors - Prepare correspondence, reports and invoices - Manage calendars for appointment scheduling - Photocopying, scanning and filing documents - General staff support and other duties as may be assigned
3	3 months	3	Cleaning staff
4	3 months	1	Cleaning Materials (including hand wash & sanitizers)
5	3 months	1	Groundskeeper
6	3 months	1	Purchase of diesel for generator (300 gallons per month)
7	3 months	1	Corrective generator repair
8	3 months	1	Civil works maintenance a. Wall and ceiling maintenance b. Broken tile replacement c. Fixing of all leakages d. Replacement of damaged pipes e. Touchup paint of rails and pillars as may be required f. Payment of utility bill for provision of water or purchase of water

Quotation Submission Requirements

- * Quote must be by a single vendor who will provide all services listed above
- * Quote must be on supplier letter headed paper
- * Quote must detail all costs including taxes and delivery charges
- * Quote must state validity period of quote
- * **All documents should be submitted electronically to the email address above by 16.00hrs on 30th January 2021**

VSO shall not be bound to accept any quotation and will not be responsible for any loss or expense incurred by organisations in the submission of their quotations. VSO reserves the right to accept all or part of your offer. Please note that this is not a purchase order.