



PROCUREMENT NOTICE

REQUEST FOR QUOTATIONS ON CONVERSION FOR NAIRA TO US DOLLAR

RFQs NO: *ECEWS/GF FHI 360/18/10/256*
DATE OF ISSUANCE: *OCTOBER 22ND, 2018*
SUBMISSION DEADLINE: *OCTOBER 26TH, 2018*

Preamble:

ECEWS is a volunteer based, not-for-profit and non-governmental organization (NGO), with Head office in Uyo, Akwa Ibom State, Nigeria. Founded by a group of Christian Educationist in 2004, ECEWS is one of the foremost indigenous PEPFAR implementing partner, funded by CDC, Atlanta, USA and also a sub recipient to the Global Fund.

ECEWS seeks to purchase a financial software and requires a BDC to provide conversion of naira to us dollar.

Requirements:

Interested companies are requested to:

- ✓ Fill out and submit ECEWS Vendor Registration Form
- ✓ Submit a copy of Company or Business Profile
- ✓ Submit a copy of Financial Statement or Management Report
- ✓ Submit a copy of CAC (Certificate of Incorporation)
- ✓ Submit a copy of Form C07 (Particulars of Directors)
- ✓ Submit a copy of Current Tax Clearance Certificate
- ✓ Submit a copy of Bank Reference Letter
- ✓ Submit a copy of all BDC license documents



PURPOSE OF THE RFQ

ECEWS is issuing this RFQ to potential BDC vendors to provide their best-price quotes for conversion of naira to dollar

DESCRIPTION OF PROCUREMENT ITEM

RFQ CODES	PROCUREMENT REQUIREMENTS	QTY	SPECIFICATION
ECEWS/GF FHI 360/18/10/256	UNIT CONVERSION RATE	AMOUNT (\$)	TOTAL AMOUNT (₦)
	Naira Equivalent for 1 Dollar	\$2,432.78	Naira Equivalent for Dollar value

Submission

- All documents should be submitted either via electronic copy to (procurement@ecews.org) or by hard copy to our Head Office at “Plot 8 Ekpe Nkereuwem close Ewet Housing Estate, Uyo, Akwa Ibom State” with postal code: 530231.
- All submissions should be in envelopes for (hard copies) and in folders for (electronic copies), they should also be sealed and tagged ECEWS/GF FHI 360/18/10/256(Hard Copies).
- ECEWS vendor registration form seen attached should be printed out and filled, signed, dated and submitted alongside “other documents” either by soft or hard copy.
- Electronic quotations should be signed with detailed address and contact name and number present on the proforma invoice as only signed invoices will be entertained.
- All quotations whether hard or soft copy must be submitted on or before 26th October, 2018.



Delivery of Hard Copy Documents Should be at:

- ✓ **ECEWS Akwa Ibom State Office:** Plot 8 Ekpe Nkereuwem Close, Ewet Housing Estate. Uyo, Akwa Ibom State.

Note:

- All vendors are to include on the quotations the payment terms & duration for delivery.
- All quotes will be valid for 90 days from date of submission of quotation.
- Only shortlisted organizations will be selected based on ECEWS criteria for further discussion.
- ECEWS will not enter into any further negotiation with an organization that does not meet its criteria for this procurement.

Signed

Nseghe Ndueso
Procurement Manager