



ALIMA – THE ALLIANCE FOR INTERNATIONAL MEDICAL ACTION
NIGERIA MISSION – KATSINA PROJECT OFFICE

**REQUEST FOR QUOTATION FOR PROVISION OF TRUCK RENTAL SERVICES FOR
TRANSPORTATION OF RUTF IN KATSINA.**

Published on **24/07/2026**

ALIMA is an International non-governmental organization offering assistance to populations in distress, victims of armed conflicts without discrimination and irrespective of race, religion, and creed or political affiliation. ALIMA has been working in Nigeria since 2016.

ALIMA has received funding from GIVEWELL to finance the implementation of its humanitarian activities in KATSINA and plans to award contracts for provision of truck rental services for transportation of RUTF in Katsina State, as follows:

Lot	Description
1	Rental of J5 Truck for the Weekly Movement of RUTF from Warehouse Katsina to Facilities (Abdallawa, Dankaba, Dankama, Jankyarma, Kaita, Matsai, Sabon-Birni, Yandaki, Yanhoho and Zabakau) in Kaita LGA
	Rental of J5 Truck for the Weekly Movement of RUTF from Warehouse Katsina to Facilities (Abdallawa, Dankaba, Dankama, Jankyarma, Kaita, Matsai, Sabon-Birni, Yandaki, Yanhoho and Zabakau) in Kaita LGA including loading and offloading
	Rental of J5 Truck for the Movement of RUTF from Warehouse Katsina to Kaita Facility
	Rental of J5 Truck for the Movement of RUTF from Warehouse Katsina to Kaita Facility including loading and offloading
2	Rental of 30 Tons Truck for the Movement of RUTF from Warehouse Katsina to Kaita Facility
	Rental of 30 Tons Truck for the Movement of RUTF from Warehouse Katsina to Kaita Facility including loading and offloading

All qualified and competent Nigerian companies are eligible to participate in this RFQ. However, preference will be given to suppliers with an established operational presence within Katsina State and the neighboring States. More information and clarifications can be obtained from the Logistics Teams at either ALIMA Abuja Coordination Office or ALIMA Katsina Project Office at the address below. Interested bidders can personally visit the ALIMA Katsina Office at the address below to collect the RFQ documents free of charge or by requesting an electronic copy via email to sourcing@nigeria.alima.ngo copying katsina.logsup@nigeria.alima.ngo and katsina.logmanager@nigeria.alima.ngo.

The Tender documents provide all relevant information in detail, including BOQs, Designs, Scope of Works, required documents and information as well as award criteria.

Calendar	
RFQ reference	26/NGA/KTN/TRUCK/001
RFQ Publication	24/07/2026
RFQ Deadline	07/08/2026, at 05:00 pm, Local Time
Public Bid Opening Session	10/08/2026, at 11:00 am, Local Time, in KATSINA OFFICE
Confidential Evaluation of Tenders	11/08/2026 and 12/08/2026 (Subject to change without communication)
Supplier Vetting	13/08/2026 and 14/08/2026 (Subject to change without communication)
Award of the Contract	15/08/2026 (Subject to change without communication)

Tenders prepared in English submitted electronically via email to sourcing@nigeria.alima.ngo or in hard copy must be received or delivered to the following address, no later than **05 P.M. on Friday, 07th August 2026**.

KATSINA PROJECT OFFICE

Located at: PLOT 3/AA/335, IRO SAFANA ROAD, BEHIND NEW GOVERNMENT HOUSE

Done in Katsina, on **24th July 2026**.

Linus Oyite
Supply Manager
Nigeria Mission





ALIMA – THE ALLIANCE FOR INTERNATIONAL MEDICAL ACTION NIGERIA MISSION

SPECIFICATIONS FOR REQUEST FOR QUOTATIONS

SUBJECT:

**PROVISION OF TRUCK RENTAL SERVICES FOR
TRANSPORTATION OF RUTF IN KATSINA**

REF N°: 26/NGA/KTN/TRUCK/001

The deadline for receipt of bids is:

Friday, 07th August 2026 at 5:00 PM, Local time

I. **PRESENTATION OF ALIMA**

The ALIMA SPIRIT: ALIMA's raison d'être is to save lives and care for the most vulnerable populations, without any discrimination based on identity, religion or politics, through actions based on proximity, innovation and the alliance of organisations and individuals. We act with humanism, impartiality and respect for universal medical **ethics**. In order to access patients, we commit ourselves to intervene in a neutral and independent manner.

THE VALUES and PRINCIPLES of our action, as set out in our CHARTER:

1. The patient first
2. Revolutionising humanitarian medicine
3. Responsibility and freedom
4. Improve the quality of our actions
5. Trust
6. Collective intelligence

CARE - INNOVATE - TOGETHER: Since its inception in 2009, ALIMA has cared for more than 4 million patients, and today deploys its operations in 11 countries in Africa. In 2018, we developed 41 humanitarian medical response projects to meet the needs of populations affected by conflict, epidemics and extreme poverty. All of these projects are in support of national health authorities through nearly 330 health structures (including 28 hospitals and 300 health centres). We work in partnership, particularly with local NGOs, wherever possible to ensure that our patients benefit from expertise wherever it is available, whether in their country or in the rest of the world. In addition, to improve the humanitarian response, we conduct operational and clinical research projects, particularly in the areas of malnutrition and viral haemorrhagic fevers.

THE ALIMA TEAM: More than 2000 people are currently working for ALIMA. The field teams, close to the patients, receive their support from the coordination teams generally based in the capital of the countries of intervention. They are supported by the 4 desk teams and the emergency and opening service team based at the operational headquarters in Dakar, Senegal. The teams in Paris and New York are actively involved in fundraising and representing ALIMA. The rest of the ALIMA galaxy includes individuals and partner teams working on behalf of other organisations such as the medical NGOs BEFEN, ALERTE Santé, SOS Médecins / KEOOGO, AMCP, the research organisations PACCI, INSERM, the Universities of Bordeaux or Copenhagen, the NGO Solidarités International and many others.

OUR COUNTRIES OF INTERVENTION: Mali, Burkina Faso, Central African Republic, Nigeria, Niger, Chad, Democratic Republic of Congo, Cameroon, Guinea, South Sudan, Mauritania, Dakar.

OUR PROJECT THEMES: Malnutrition, Maternal Health, Primary Health, Pediatrics, Malaria, Epidemics (Ebola, Cholera, Measles, Dengue), Hospitalization, Emergencies, Gender Based Violence, Mental Health, ...

For news of ALIMA's missions around the world, visit our website at: <https://www.alima-ngo.org/fr/>

II. REQUEST FOR QUOTATION, N°: 26/NGA/KTN/NG103/001

1. ALIMA works in Nigeria to save lives and care for the most vulnerable populations without discrimination based on identity, religion, or politics through actions based on proximity, innovation, and the alliance of organisations and individuals.
2. As part of its medical activities, ALIMA has received funding from GIVEWELL.
3. It is planned that part of these funds will be used to finance **Truck Rental Services for Transportation of RUTF in Katsina.**
4. ALIMA is therefore soliciting bids from eligible candidates who meet the qualification criteria required for the service in question.
5. The services are outlined, as set out in the tender documentation.
6. The contract will be awarded by negotiated procurement procedure in accordance with ALIMA's internal procedures.
7. Interested suppliers may obtain further information and clarifications from the Logistics Teams at the ALIMA Katsina Project Office.
8. Tenders submitted in **hard copy or electronically via email to sourcing@nigeria.alima.ngo** must be received or delivered to the following address: **KATSINA OFFICE: PLOT 3/AA/335, IRO SAFANA ROAD, BEHIND NEW GOVERNMENT HOUSE, MODOJI, GRA,** no later than **5p.m. on FRIDAY, 7th August 2026.** The Tenders will be opened on Monday, 10th August, 2026 at 11 am in Katsina Office, in the presence of bidders who wish to participate. **Tenders received after the deadline will be rejected.**
9. Bidders will remain bound by their tenders for a period of **60 days** from the deadline for submission of tenders.
10. By reasoned decision, ALIMA reserves the right not to proceed with all or part of this Request for Quotations.

Done in Katsina, on 24th July 2026

The Project Coordinator

David Richard Kirunda

ALIMA - The Alliance for International Medical Action

Mobile: +234 816 230 9924

www.alima.ngo



III. INSTRUCTIONS TO BIDDERS

Calendar	
RFQ reference	26/NGA/KTN/TRUCK/001
RFQ Publication	24/07/2026
RFQ Deadline	07/08/2026, at 05:00 pm, Local Time
Public Bid Opening Session	10/08/2026, at 11:00 am, Local Time, in KATSINA OFFICE
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Supplier Vetting	Between 13/08/2026 and 14/08/2026 (Subject to change without communication)
Award of Contract	15/08/2026 (Subject to change without communication)

ELIGIBILITY AND PARTICIPATION

All qualified and competent Nigerian companies are eligible to participate in this RFQ. However, preference will be given to suppliers with an established operational presence within Katsina State and the neighboring states, as such presence is expected to enhance timely service delivery, operational responsiveness, logistical efficiency, and promote local community engagement.

CHAPTER I: GENERALITIES

Article 1: Purpose

The subject of this Request for Quotation is **Truck Rental Services for Transportation of RUTF in Katsina**

The purpose of this Request for Quotation is to contract a legally recognized service provider company for the supply of truck rental Services to ALIMA Katsina Project.

A Framework Agreement will be signed with the selected service provider for a period of 1 year with the option to extend the contract agreement between the parties for another extra year based on mutual understanding and written consent mainly depending on the satisfaction and quality of the service provided by the selected vendor.

Proposed trucks must comply with the technical specifications mentioned in this document and in the RFQ Annex of this document., and will have valid insurance.

All proposals will be evaluated on the basis of a set of identified criteria. Hence, submission of requested documents is mandatory, noncompliance of which can lead to automatic disqualification of the bidder.

Article 2: Allotment

The truck rental services consist of Two (2) Lots as follows:

Lot	Description
1	Rental of J5 Truck for the Weekly Movement of RUTF from Warehouse Katsina to Facilities (Abdallawa, Dankaba, Dankama, Jankyarma, Kaita, Matsai, Sabon-Birni, Yandaki, Yanhoho and Zabakau) in Kaita LGA
	Rental of J5 Truck for the Weekly Movement of RUTF from Warehouse Katsina to Facilities (Abdallawa, Dankaba, Dankama, Jankyarma, Kaita, Matsai, Sabon-Birni, Yandaki, Yanhoho and Zabakau) in Kaita LGA including loading and offloading
	Rental of J5 Truck for the Movement of RUTF from Warehouse Katsina to Kaita Facility
	Rental of J5 Truck for the Movement of RUTF from Warehouse Katsina to Kaita Facility including loading and offloading
2	Rental of 30 Tons Truck for the Movement of RUTF from Warehouse Katsina to Kaita Facility
	Rental of 30 Tons Truck for the Movement of RUTF from Warehouse Katsina to Kaita Facility including loading and offloading

Article 3: Financing the work

The work will be funded by GIVEWELL

Article 4: One bid per bidder per Lot

Each bidder must submit only one bid per Lot. A bidder who submits more than one bid for the same lot will be disqualified.

Article 5: Bidding fees

The bidder shall bear all costs associated with the preparation and submission of its tender and ALIMA shall not be liable or responsible for any such costs, irrespective of the conduct or outcome of the tender process.

Article 6: General conditions of use

ALIMA rents trucks according to its operational needs. During the rental period, the trucks will not be used by the owner for his private use or by anyone other than the drivers designated by the vendor. Furthermore, depending on the owner's fleet of trucks and ALIMA's needs, a one-off rental may be made (for a period of one or more days) with the prices mentioned by the vendor in proportion to the number of days of use.

The vendor will ensure that the general condition of the vehicles is good and that they remain in perfect condition for use throughout the rental period.

Article 7: Service acceptance guidelines

The vehicles must have all required administrative documents on board at all times.

Candidates or tenderers shall be excluded from selection for award of contract:

- (a) if they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) who have been convicted of an offense concerning their professional conduct by a judgment which has the force of res judicata;
- (c) if they have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- (d) if they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the ALIMA or those of the country where the contract is to be performed;
- (e) if they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests;
- (f) which, following another procurement procedure or grant award procedure financed by the Community budget, have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Contracts will not be awarded to candidates or bidders who during the procurement procedure fall into these categories:

- 1) Are subject to a conflict of interest.
- 2) They have been blacklisted or sanctioned.
- 3) Are guilty of misrepresentation in giving the information requested by ALIMA as a condition for participation in this tender process or have not given this information. Applicants who are guilty of making false declarations will be subject to financial penalties representing 10% of the total value of the contract to be concluded. The rate can be increased to 20% in case of repetition of the offense within five years from the first violation.

To be eligible for participation in the tender procedure, candidates must prove to ALIMA that they meet the necessary legal, local presence, technical and financial conditions and that they are willing to perform the contract effectively.

Article 8: Modification of the RFQ Documents

7.1 Up to three (3) days before the deadline for submission of quotes, ALIMA may amend the request for quotation documents by publishing an addendum. In this case, ALIMA will inform the participating bidders of the amendment.

7.2 Any published addendum will form part of the Request for Quotation documents and will be communicated in writing to all bidders. Bidders will acknowledge receipt of each addendum in writing.

7.3 In the event of an addendum, ALIMA may postpone the deadline for submission of quotes as much as necessary in order to give bidders sufficient time to prepare their quotes.

CHAPTER II: PREPARATION OF QUOTES

Article 8: Language of the offer

All quotation documents and all correspondence between the bidder and ALIMA shall be in English.

Any printed document provided by the applicant may be in another language, provided that it is accompanied by an official English translation. In this case, and for the purposes of interpreting the submission, the English translation shall take precedence.

Article 9: Documents comprising the quotes

9.1 Quotations must include the following documents, duly completed and signed:

- 1 A technical proposal consisting of:
A detailed description of the Vehicle offered in accordance with the technical specifications, including, where applicable, the required documentation;
- 2 A financial offer.
- 3 The signature of the duly authorized person.
- 4 A description of the commercial guarantee / after-sales service offered.
- 5 A declaration that the tenderers are not in any of the situations listed (bankruptcy, fraud, etc.).
- 6 Evidence of the company's nationality and local presence in the respective location/State bided for (e.g. document proving the supplier's registration in the country or State).
- 7 The Quotation includes, but is not limited to pricing, terms and conditions, and all other relevant information. If your company is awarded the contract, all information in the RFQ and negotiation process is contractually binding.

9.2 Bidders should use the relevant documents and templates included in the request for quotation file.

9.3 All the documents in the administrative offer are compulsory and the absence or non-conformity of any document will result in the rejection of the offer. However, depending on the bids received, ALIMA reserves the right to grant, at its own discretion, waivers that will apply to all bidders.

Article 10: Amount of the offer

10.1 The contract will cover all offers, on the basis of the price schedule and the quantified and estimated details submitted by the bidder.

10.2 The bidder will fill in the unit prices in the price schedule and the quantity.

10.3 Items for which the bidder has not indicated a unit price will not be the subject of any payment by ALIMA after execution and will be assumed to be covered by other prices in the quantitative and estimated breakdown.

10.4 In the event of a discrepancy between the estimated price in words and the price given in figures, the price given in words shall prevail.

The framework of the estimate will be rigorously completed by the bidder by applying the unit prices to the quantities already shown on the framework of the estimate and quantity.

In the event of a discrepancy between the unit price used in the estimate and that given in the unit price schedule, the price given in the latter shall prevail.

Article 11: Currency of submission and settlement

The unit price, the total tender prices and the contract settlement shall be denominated in the currency

that is legal tender in Nigeria.

Article 12: Quotation validity period

12.1 Quotations will remain valid for a period of **sixty (60) days** from the closing date for the submission of RFQs.

12.2 Any bidder whose validity period is shorter than that indicated in the previous paragraph may be rejected by ALIMA as being non-compliant.

12.2 In exceptional circumstances, before the expiry of the initial period of validity of bids, ALIMA may ask bidders to extend the period of validity for an additional specified period. The request and responses must be made in writing. Bidders who agree to extend the period of validity of their tender may not modify their bid.

A Bidder may refuse to extend the validity period of its quotes, in which case its quotes will not be evaluated.

Article 13: Submission and signature of the offer

13.1 The bidder shall submit its quotes either electronically via email to sourcing@nigeria.alima.ngo or in **one hard copy and one scan copy in a new USB drive** in the same sealed envelope.

13.2 The hard copy quotations are initialed and signed by the person(s) duly authorized to sign on behalf of the bidder.

13.3 The quotation shall not contain any alterations or overwriting, with the exception of those intended to correct the bidder's errors, in which case these corrections shall be initialed by the signatory or signatories of the quotes.

Article 14: Sealing and marking of quotes

14.1 Bidders must submit their quotes in a sealed, anonymous outer envelope bearing the following information:

- **REQUEST FOR QUOTATION N°: 26/NGA/KTN/TRUCK/001**

CHAPTER III: SUBMISSION OF TENDERS

Article 15: Deadline for submission of quotations

15.1 Quotations shall be received at the place, date and time indicated in the RFQ notice.

15.2 ALIMA may, in exceptional circumstances and at its discretion, extend the deadline for submission of quotations by publishing a corrigendum under the same conditions as the RFQ notice. The rights and obligations previously governed by the initial deadline will be governed by the new deadline.

Article 16: Late bids

No quotation will be received after the deadline specified in article 15 above, whatsoever the reason for the delay.

Article 17: Modification and withdrawal of bids

17.1 The bidder may modify or withdraw its tender after it has been submitted, provided that ALIMA receives written notification of the modification or withdrawal before the deadline for submission of tenders.

Notification of modification or withdrawal of the tender by the bidder must be written, sealed and marked. Withdrawal may also be notified by fax or e-mail, but in this case must be confirmed by a duly signed written notification, the date of which, as evidenced by the postmark, must not be later than the deadline set for the submission of tenders.

17.2 No tender may be modified after the deadline set for the submission of tenders.

CHAPTER IV: OPENING OF BIDS AND EVALUATION OF QUOTATIONS

Article 18: Date of opening of quotes

The opening of quotes will take place at the place, date and time indicated in RFQ notice in the presence of the representatives of the bidders who wish to attend. However, ALIMA reserves the right to postpone the date and/or time of the opening in the event of non-availability of the members of the selection committee or for any other reason beyond its control. In this case, bidders will be informed of the new opening date and time by e-mail or telephone.

Article 19: Opening of quotes

An evaluation committee will be set up and open the quotes in the presence of the bidders' representatives who wish to attend. The bidder representatives present will sign an attendance list, which will be attached to the opening minutes.

When the bids are opened, the committee will announce the names of the bidders, the amounts of the bids and any other information it deems appropriate.

The evaluation committee will draw up the minutes of the bid opening, which will include the information given to the bidders present. These minutes will be signed by all the members of the evaluation committee.

Article 20: Procedure for evaluating technical offers

20.1 The evaluation committee will analyse the administrative and technical bids in a confidential analysis session.

20.2 The evaluation committee will assess the bids on the basis of their compliance with the eligibility and qualification criteria as follows:

- 1 At this stage, the aim is to verify that the quotations comply with the essential requirements of the RFQ documents. A quotation is considered compliant if it meets all the conditions, procedures and specifications of the RFQ documents, without substantial deviation or restrictions.
- 2 Decisions that a quotation is not technically compliant must be duly justified in the minutes of the RFQ evaluation committee meeting.
- 3 If a quotation does not comply with the RFQ documents, it will be rejected immediately and cannot later be made to comply with the documents by correcting it or by removing the deviation or restriction.
- 4 Technical evaluation: after analyzing the quotations that are considered administratively compliant, the Quotation Evaluation Committee will decide on the technical admissibility of each tender, classifying it as technically compliant or non-compliant. The technical evaluation will be based on the documents attached to the RFQ concerning the work to be performed under the tender and the professional capacity of the candidate.
- 5 In order to facilitate the examination, evaluation and comparison of quotations, the evaluation committee may request clarification of the quotation, including the proposed rebates, from each individual applicant. The request for clarification and the response must be in writing. However, no change in the price or substance of the offer may be requested. Decisions that a quotation is not technically compliant must be duly justified in the minutes of the Evaluation Committee meeting.
- 6 Final evaluation: the rates and prices inserted in the invoice of quantities must correspond to the conditions described on the RFQ documents. The economic and financial situation of the candidate will be assessed by the evaluation committee.
- 7 The Evaluation Committee does not necessarily choose on the basis of the lowest price but on the basis of value for money, price, quality of service, and delivery time. The experience of a successful candidate in the execution of similar contracts will be one of the selection criteria.

Following the technical evaluation, the ALIMA awards the contract to the tenderer with the lowest quotation among those analyzed to be technically and administratively compliant with the tender dossier, except where this tender does not fit within the budget available for this project.

Article 21: Assessment & evaluation criteria

Administrative Criteria:

The bidder will have to provide the following documents:

- An active Certificate of incorporation of the company with a TIN Number on the business name of the company.
- A valid Tax Clearance Certificate on the business name and an updated Tax Clearance Certificate (TCC) for the current year
- Professional address (Company has an established office in Katsina)

Technical criteria

- Meeting technical requirements as per RFQ Annex of this document.
- Undertaking from or on behalf of the company that in case of selected, all vehicle providers will have insurance. (3rd Party Insurance)
- All vehicles shall have a first aid kit, spare tires, extinguishers and basic tools.
- All Vehicles shall have Dual-zone auto climate control, Airbags, front & rear seat belts, brake disc, Power steering, automatic window pane rolling up, Automatic/Manual Transmission, and must be of good mechanical condition.
- Past experience with INGO, to be considered by submission of a copy of the contract/purchase order for the last 2 years. Including reference details of the previous customers as name, contact, and email IDs.

Financial Compliance Criteria:

- Pricing (competitive pricing).
- **Bid validity (not less than 60 days).**
- Payment mode: (by Cheque or Online Transfer?).
- Conditions of payment: (before or after delivery?).

Article 22: Confidentiality of proceedings

22.1 No information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the award of the contract may be divulged to bidders or to any other person not officially participating in this procedure before the announcement of the award of the contract.

22.2 Any duly recorded attempt by a bidder to influence ALIMA in the examination of tenders or the award decision may result in the rejection of its tender.

Article 23: Clarification of bids and contacts with the project owner.

To facilitate the examination, evaluation and comparison of quotations, ALIMA may ask any bidder to provide clarification of its quotes, including a sub-detail of unit prices. The request for clarification and the response thereto shall be made in writing, but no change in the amount or content of the tender shall be sought, offered or authorized.

Article 24: Correction of errors

24.1 The evaluation committee will check the open financial bids to correct any calculation errors. It will correct errors as follows:

- Where there is a difference between the amounts in figures and in words, the amount in words shall prevail;
- Where there is an inconsistency between the total price and the total price obtained by multiplying the unit price by the quantity, the unit price quoted will prevail, unless the committee considers that there is a gross comma error in the unit price, in which case the total price as submitted will prevail and the unit price will be corrected.

24.2 The amount stated in the tender will be corrected by the evaluation committee in accordance with the above-mentioned procedure for the correction of errors and, with the agreement of the bidder, the said amount will be deemed to be binding on the bidder.

24.3 If the bidder does not accept the correction made in this way, his tender will be rejected.

Article 25: Instruction and formats for submission of the financial proposal

While submitting your financial bids, follow the instructions below, and the financial Proposal should include:

- 1 Signed each page of the tender and submitted.
- 2 Signed, stamped, and well-filled out RFQ Annex.

Selection Criteria:

- Based on the lowest bid/value for money, the best market price that is Technically Acceptable. Source Selection award will be made to the Bidder submitting the best-evaluated prices that meet or exceed the technical acceptability standards.
- Technical capability is evaluated by the company's history of providing similar services and the reference feedback from previous clients (INGOs).

Delivery.

- Delivery shall be ensured by the selected supplier within Katsina.

CHAPTER V: AWARD OF THE CONTRACT

Article 27: Contract signature and performance guarantee

1. The successful tenderer is informed in writing that its tender has been selected (notification of award). Before the contract is signed between the ALIMA and the successful tenderer, the latter must provide the documentary evidence or declarations required by the legislation of the country in which the company (or each company in the case of a consortium) is established.
2. These proofs, declarations or documents must be dated no later than the closing date for submission of tenders. In addition, the successful tenderer must submit a declaration in his honour that his situation has not changed since the date on which this evidence was drawn up.
3. If the successful tenderer fails to provide such evidence or declarations within 10 calendar days of the notification of the award of the contract or if it is found that he has provided false information, the award of the contract shall be considered null and void. In this case, the ALIMA may award the contract to another tenderer or cancel the tender procedure
4. The successful tenderer signs, dates and returns the signed contract to the ALIMA with the performance guarantee within 10 days of its receipt. With the signature of the successful tenderer, he/she becomes the holder and the contract enters into force.

Performance guarantee

The performance guarantee concerns the service to be offered following this RFQ, and consists of assuring ALIMA that the service will be provided 100% in accordance with the terms of the contract.

Article 28: Right to continue or cancel the procedure

28.1 ALIMA reserves the right to continue or cancel, by reasoned decision (where the technical or economic elements of the contract have been fundamentally altered, exceptional circumstances and/or force majeure make normal performance of the contract impossible or where funding is interrupted or cancelled), the tendering procedure, at any time before the award of the contract, without incurring any liability towards the bidder(s).

In the event of cancellation of the procurement procedure, ALIMA will inform all bidders in writing of the reasons for the cancellation within forty-eight (48) hours.

ALIMA may also declare the invitation to tender unfruitful if it finds that:

- It has not received any offer;
- Serious irregularities marred the free play of competition;
- The amounts of the compliant bids greatly exceed the financial resources allocated under the contract and negotiations for price revisions have failed.

When the amounts of the compliant bids exceed the available financial resources and provided that the technical specifications set out in the tender documents are not substantially modified, ALIMA may, before the award decision, ask the evaluation committee to discuss with the bidders whose bids have been deemed compliant in ascending order of ranking in order to reduce the amount of their bids accordingly. Minutes will then be drawn up and signed by both (2) parties.

If none of the bidders agrees to reduce their price accordingly, the call for tenders could be declared unfruitful.

ANNEXES FOR:

- **RFQ,**
- **SAMPLE SUBMISSION LETTER,**
- **DECLARATION OF BIDDER,**

FOLLOW IN A SEPARATE EDITABLE WORD DOCUMENT.

REQUEST FOR QUOTATION

Quotation number in connection with the IR and the number of the framework contract		Date of sending the RQ:	24-07-2026
		Deadline for return of Quotation:	07-08-2026
		Purchaser(s):	Logistics Supervisor

SUPPLIER'S NAME:		RETURN QUOTATION		ALIMA OFFICE	
Reference person		Reference person	ANDOKARI APAJI JOLLY		
Email		Email	katsina.logsup@nigeria.alima.ngo		
Telephone		Telephone	08131867022		
Mobile		Mobile			
Address		Address	Plot 3/AA/335, Iro Safana Road, Modoji, GRA, Katsina, Katsina State.		
Mandatory criteria requested from the supplier					
Commercial registration in the name of the company (CAC)					
Tax Compliance Certificate (TCC)					
PROVISION OF TRUCK RENTAL SERVICES FOR TRANSPORTATION OF RUTF					
Lot No.	Description of Goods/Services	Unit/Form	Quantity	Unit Price in Naira (NGN) (all taxes included)	Sample Pictures
LOT 1	RENTAL OF J5 TRUCK FOR THE WEEKLY MOVEMENT OF RUTF FROM WAREHOUSE KATSINA TO FACILITIES (Abdallawa, Dankaba, Dankama, Jankyarma, Kaita, Matsai, Sabon-Birni, Yandaki, Yanhoho and Zabakau) IN KAITA LGA	Trip - Once per week	1		
	RENTAL OF J5 TRUCK FOR THE WEEKLY MOVEMENT OF RUTF FROM WAREHOUSE KATSINA TO FACILITIES (Abdallawa, Dankaba, Dankama, Jankyarma, Kaita, Matsai, Sabon-Birni, Yandaki, Yanhoho and Zabakau) IN KAITA LGA INCLUDING LOADING AND OFFLOADING	Trip - Once per week	1		
	RENTAL OF J5 TRUCK FOR THE MOVEMENT OF RUTF FROM WAREHOUSE KATSINA TO KAITA FACILITY	Trip	1		
	RENTAL OF J5 TRUCK FOR THE MOVEMENT OF RUTF FROM WAREHOUSE KATSINA TO KAITA FACILITY INCLUDING LOADING AND OFFLOADING	Trip	1		
LOT 2	RENTAL OF 30 TONS TRUCK FOR THE MOVEMENT OF RUTF FROM WAREHOUSE KATSINA TO KAITA FACILITY	Trip	1		
	RENTAL OF 30 TONS TRUCK FOR THE MOVEMENT OF RUTF FROM WAREHOUSE KATSINA TO KAITA FACILITY INCLUDING LOADING AND OFFLOADING	Trip	1		
Additional information requested from the Supplier: selection criteria					
[1] Quotation validity period					
[2] Year of the vehicles (attach the list of the fleet + gray cards)					
[3] Insurance					
[4] Reference with other structures					
[5] Conditions of Payment					
[6] Terms of Payment					
[7] Driver experience (attach the list of drivers)					
[8] Maximum replacement time in case of failure					
Confirmation of supplier's offer					
Name	Supplier's Stamp				
Position					
Date & Signature					

DECLARATION OF THE BIDDER

DATE & PLACE

To: - Alliance for International Medical

Action, I - SUBMITTED BY

II - CONTACT PERSON (for this tender).

Name of the Supplier/Firm/company/Enterprise. _____

Name: _____

Address: _____

Telephone: _____

E-mail: _____

III - SUPPLIERS/FIRM/COMPANY/ENTERPRISES' DECLARATION(S)

To be completed and signed by the Bidder. In response to your letter of invitation to tender for the above contract, We, the undersigned, hereby declare that:

- 1 We have examined and accepted in full the content of the dossier for the invitation to tender No [.....] of [...../...../.....]. We hereby accept its provisions in their entirety, without reservation or restriction.
- 2 The price of our tender further discount is: We will grant a discount of [.....%], or [.] [In the event of our being awarded contract of supply if apply]
- 3 This tender proposal is valid for a period of [....] from the final date for submission of tenders, i.e. until [...../...../....]
- 4 We hereby confirm we have read, understand and we accept the "Technical Specifications" described in Appendix A. Our offer has been designed according to these specificities requested by.
 - 1) Our firm/company [and our subcontractors] has/have the following nationality: [...].
- 6 We are making this application in our own right and for this tender, we confirm that we are not tendering for the same contract in any other form.
- 7 We are providing evidence of our registration/status
- 8 We agree to abide by the standard ethics clauses and, in particular, have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application.
- 9 We will inform the Alliance for International Medical Action immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this contract.
- 10 We note that **Alliance for International Medical Action** is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.

Name and first name: []

Duly authorized to sign this tender on behalf of: [...]

Place and date: [...]

Stamp of the Company

Sample Submission Letter

(Bidder's Name) (Date and Place)

Subject: Submission Letter

To:

The Project Coordinator
David Richard Kirunda
ALIMA – Katsina Project

Dear Sir/Madam,

Having examined the Request for Quotation (RFQ) **Reference No. 26/NGA/KTN/TRUCK/001** for the **Provision of Truck Rental Services for the Transportation of Ready-to-Use Therapeutic Food (RUTF) in Katsina State**, including all the tender documents, price schedules, technical specifications, and contractual conditions, we, the undersigned, hereby submit our tender to provide the required truck rental services in accordance with the requirements of the RFQ.

We hereby offer to perform the services for the following lot(s) at the prices indicated in our Financial Offer:

- **Lot 1:** Rental of J5 Truck for the Weekly Movement and Transportation of RUTF from ALIMA Warehouse, Katsina to designated health facilities in Kaita LGA, including loading and offloading where applicable, for the total amount of **(amount in words and figures)** exclusive of taxes and **(amount in words and figures)** inclusive of all applicable taxes.
- **Lot 2:** Rental of 30 Tons Truck for the Movement of RUTF from ALIMA Warehouse, Katsina to Kaita Facility, including loading and offloading where applicable, for the total amount of **(amount in words and figures)** exclusive of taxes and **(amount in words and figures)** inclusive of all applicable taxes.

We undertake, should our tender be accepted, to commence the truck rental services immediately upon receipt of the Contract Award and/or Service Order issued by ALIMA and to execute the services in accordance with the delivery schedule, terms, and conditions specified in the RFQ and the resulting Contract.

We agree to remain bound by this tender for a period of **60 (sixty) days** from the deadline for submission of tenders, and this offer may be accepted at any time before the expiry of that period.

We certify that all information, declarations, and documents contained in our administrative, technical, and financial submissions are true, accurate, complete, and submitted in good faith.

We further acknowledge that ALIMA is not bound to accept the lowest-priced tender or any tender received and reserves the right to accept or reject any or all tenders in accordance with its procurement procedures.

Thank you for considering our submission. We look forward to the opportunity to support ALIMA's humanitarian operations in Katsina State.

Yours faithfully,

Signed at _____ on _____ 2026

Signature: _____

Name of Authorized Representative: _____

Position: _____

Company Name: _____

Company Stamp (where applicable):