



11, 6th Avenue, Gwarinpa Estate, **ABUJA**

REQUEST FOR QUOTATION HOTEL SERVICE

RFQ Number: SFCG/PR/ABJ/2026/7/60
Issuance Date: July 23, 2026
Deadline for Offers: August 11, 2026
Description: RFQ for Blanket Purchase Agreement for Hotel Services in Jigawa

Section 1: Instructions to Vendors

Search for Common Ground (SEARCH) is an international non-profit organization that promotes peaceful resolution of conflict. With headquarters in Washington, DC and a European office in Brussels, Belgium, Search's mission is to transform how individuals, organizations, and governments deal with conflict - away from adversarial approaches and toward cooperative solutions. Search seeks to help conflicting parties understand their differences and act on their commonalities. With a total of approximately 600 staff worldwide, Search implements projects from 50 offices in 35 countries, including in Africa, Asia, Europe, the Middle East, and the United States. The organization is an exciting and rewarding place to work, with dedicated and enthusiastic staffs that is committed to its mission and values. In Nigeria, Search has offices in Abuja, Jos, Benue, Delta, Rivers, Bayelsa, Sokoto, Katsina and Zamfara.

The Service:

SEARCH is seeking for quotations from eligible Hotels, Apartments for the use of hotel services for events such as meetings, workshops and trainings in Jigawa State. As a result of this RFQ, SEARCH anticipates issuing a blanket purchase agreement (BPA) to establish specific pricing levels and parameters for ordering these services. Vendor should clearly indicate their star rating categorization and location. This will allow SEARCH retain multiple service providers and issue specific purchase orders, on a need basis, for the procurement of this service over the next one (1) year. The Supplier shall furnish the services described in any purchase orders issued by SEARCH under this BPA. SEARCH is only obligated to pay for services ordered through purchase orders issued under this BPA and delivered by the supplier in accordance with the terms/conditions of this BPA.

Offerors are responsible for ensuring that their offers are received by SEARCH in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

Deadline for Submission of Bids: Offers must be received via email to nigeria-procurement@sfcg.org or physical bids addressed to the Procurement, Admin and Logistics Manager, Search for Common Ground, Nigeria, no later than 5:00 PM on August 11, 2026.

Offers received after this time and date will be considered late and will be considered only at the discretion of Search.

Questions: For any more information regarding this bid, send your inquiry to the email below on or before August 5, 2026 nigeria-procurement@sfcg.org.

Payment Terms: SEARCH makes payment **within thirty (30) days after successful delivery of service** and submission of invoice. If this payment terms is not agreeable with you, kindly state your preferred payment terms in your submission. Validity of Quote: Your quote should be valid for 60 days.

Eligibility Criteria:

Companies are required to meet the following criteria in order to qualify for bid submission.

1. Have a Certificate of Company Registration
2. Proof of type of insurance cover
3. Have a Company TIN
4. Have Clientele or company Profile to reflect relevant information e.g. Past experience and Clientele
5. Capable of submitting a Letter reflecting the following;
 - a. Introduction of your company representative written on your letter head (see content on page 4)
 - b. Acceptance of SEARCH payment terms
 - c. Available customer service relations e.g. delivery mode
6. Be able to provide priced quotation on own letter head

Required experience

The company should;

1. Have at least 3 Years' experience providing same service (to an international NGO is a plus)
2. Be able to directly provide this service and not through a third party
3. Be financially capable to deliver on the job and be paid according to agreed terms as stated herein.

Evaluation criteria

Your quotation shall be evaluated using the following criteria;

S/n	Evaluation criteria	Weight of criteria
1	Technical Approach: Technical know-how – Capacity and rating(star rating) of hotel showing availability, amenities available and ambience.	30 points
2	Safety and security level meeting Search minimum standards	20 points
3	Price: (Ability to provide discounted rates in comparison to regular rack rates. Final rates will be compared with other quotes submitted for the same service; the higher the price	50 points

	the lower the percentage. This criteria alone does not determine final choice of vendor)	
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Terms and Conditions:

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Search to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Search's standard terms and conditions. Any resultant award will be governed by these terms and conditions. Please note the following terms and conditions will apply:

- (a) Search's standard payment terms are net within 30 days after receipt and acceptance of any service or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be a firm fixed price, based on the terms in the contract Agreement.
- (c) Your quote should be valid for 60 days or until the establishment of a service level agreement, whichever is more.
- (d) Payments are subject to withholding tax in line with applicable Nigeria laws.

As a core value to help achieve our mission, the Search embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We do not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and Search employees, or other unethical practices. If you experience or suspect unethical behavior by a Search employee, please contact the Search's Country Director and Director of Finance via email (info@sfcg.org). Any vendor/consultant who attempts to engage, or engages, in corrupt practices with Search will have their proposal disqualified and will not be solicited for future work.

Onnu James-Udolor 

**Search for
Common Ground** Jul 23, 2026

SIGNED and STAMPED By (Search management)

Section 2: Specifications and Technical Requirements

The table below contains the list of services that may be ordered under the Retainership mechanism. Service Providers are requested to provide per-unit quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 2 and submit a signed/stamped version to SEARCH.

Line Item	Description and Specifications	Items and Specifications Offered	Rack rates Unit price NGN	Discounted rates Unit Price NGN
1	Standard room accommodation with complimentary breakfast	1		
2	Hall for workshop (max 100 participants)	1		
3	Buffet Lunch with water	1		
4	Plated Lunch with water and fruit	1		
5	Coffee/Tea break/snack / protein	1		
6	Plated Dinner with water and fruit	1		
7	Public Address System	1		
8	Projector and Projector Screen	1		
	Other applicable charges			

The above table represents our costing for the provision of hotel service as specified in the RFQ. Note that Search Nigeria is NOT exempt from cooperating country taxes ss such, all prices must be presented with the relevant taxes clearly stated. As mandated by law, Search Nigeria will deduct withholding tax on total price and remit to the NRS

Section 3: Offer Cover Letter**COVER LETTER TO BE PRINTED ON PROPOSERS LETTER HEAD OR FILLED
WITHIN THE RFQ DOCUMENT ALONG WITH BID SUBMISSION**

Date:

The Procurement and Admin Manager
Search for Common Ground
Abuja – Nigeria

Letter of Introduction**Re: Confirmation of ability to provide hotel facility services to Search for Common Ground**

We hereby formally introduce our company,

..... and our company

representative..... who signs

thus;.....

Our company, has been in existence for years providing services to various organisations within Nigeria. Our Tax Identification Number is..... and we also attach herein our Company registration document for your attention.

We are able to directly provide the required service to Search for Common Ground and not through a third party. Attached is a list of our Clients/evidence of service delivery and **quotation on our letterhead for your review.**

Our available customer service relations for this service and other value added services include (tick the box if applicable)

- a. Ability to meet short deadlines ☐
- b. Ability to provide service guidance ☐



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c. Our mode of service request is by Email:..... or
Phone number:

We have read and understood the content of SFCG/PR/ABJ/2026/7/60..... as well as
SEARCH payment terms as stated in the said **RFQ**. We are in acceptance of the payment terms
and are also financially capable to provide this **service**

Sincerely,

Name:.....

Title:.....

Signature:.....

Date:.....

Official stamp/seal.....