



ROYAL HERITAGE HEALTH FOUNDATION (RHHF)

Ilorin, Kwara State, Nigeria

Invitation To Bid (ITB)

RFQ Number: RHHF/UNFPA/ITB/2026/Q4/002

Issue Date: 14th October 2026

Deadline for Submission: 21st October 2026, 10:00 AM (WAT)

1. Background

Royal Heritage Health foundation (RHHF) is a non-Governmental and not for profit Organization committed to creating a society where the poor and vulnerable have equal access to quality education, health, infrastructure and dignity of human person. RHHF is one of United Nations Population Fund (UNFPA) Implementing Partners (IPs) in executing projects in different parts of the country. Gender-Based Violence (GBV) remains a critical human rights and public health concern that is often intensified in contexts of insecurity, communal unrest, displacement, and humanitarian emergencies. GBV manifests in multiple forms including physical, sexual, psychological, emotional, economic, and harmful traditional practices. Survivors frequently experience immediate physical injuries, long-term psychological trauma, disrupted livelihoods, stigma, and barriers to accessing essential health and protection services.

With funding support from the United Nations Population Fund (UNFPA), the Royal Heritage Health Foundation (RHHF) is to organize a 9-day Training for Trainers on case management.

The GBV Case Management Training of Trainers (ToT) in Kano is essential to strengthen the capacity of selected personnel to provide quality, survivor-centred, and ethically sound case management services to survivors of gender-based violence (GBV). The training will equip participants with the knowledge and practical skills required to effectively identify, assess, refer, and manage GBV cases in line with established standards and best practices.

In view of the above justification, RHHF is to engage a vendor(s) who will facilitate provision of a suitable hall, lunch, tea breaks, water and accommodation for the training duration.

2. Scope of Supply

The bidder shall be responsible for providing the required training facilities, catering services, water, and standard accommodation for the GBV Case Management Training of Trainers (ToT) in Kano State. The services shall include a training hall with a minimum capacity of 50 participants arranged in modular group-pod seating, daily buffet lunch with meal options, tea breaks, bottled drinking water, and standard accommodation with complimentary breakfast, in accordance with the detailed technical specifications outlined in Annex 3.

3. Submission Guidelines

- Offers must be submitted **in sealed envelopes** to any of RHHF's offices OR by email to: ***rhhfoundationtenders@gmail.com***
- **Deadline for clarifications:** 16th October, 2026
- **Deadline for submission of bids:** 21st October, 2026, 10:00 AM.

4. Required Documentation

Vendors must include the following in their submission:

S. No	Description of documents
1	General terms and conditions- Annex: 1
2	Supplier Profile - Annex:2
3	Completed Forms (Annex 2, 3 and 5 signed and stamped)
4	Business Registration Certificate or Certificate of Incorporation
5	Recent Tax Compliance Certificate and TIN (Tax Identification Number)
6	Samples of item properly labelled
7	SCUML Certificate
8	Bank Reference/Cover Letter
9	Company Profile
10	Evidence of Previous Supplies

5. Evaluation Criteria

Bids will be evaluated based on the following:

- Compliance with technical specifications and sample quality
- Delivery timelines and logistical capacity
- Unit cost and value for money

6. Additional Provisions

- RHHF is **VAT-exempt**; quotations should **exclude VAT**. WHT will be deducted.
- **Payment terms:** Maximum 30 days after satisfactory delivery and documentation
- **Delivery terms:** DDP Incoterms 2020
- **Validity:** Quotes must state their validity period.

7. Ethical & Safeguarding Standards

RHHF requires all suppliers to uphold:

- Zero tolerance to child labor, sexual exploitation, and abuse
- Respect for human rights and international labor standards
- Anti-corruption, anti-collusion, and transparency in procurement

8. Whistleblower Contact

Any concerns relating to fraud, abuse, or unethical practices may be reported confidentially to:

✉: complaints@royalheritagehealthfoundation.org

☎: +234 806 230 3010

9. Disclaimer

RHHF reserves the right to reject any or all bids without obligation or explanation and may split the contract among multiple suppliers if deemed in the organization's best interest.

For Enquiries:

rhhfoundationtenders@gmail.com