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REQUEST FOR PROPOSAL (RFP)

Call Title: Office Furniture and fittings Supplier in EKITI, OSUN, ONDO, KOGI, OYO & ABUJA

Issuing Organization: New Initiative for Social Development (NISD)

Closing Date: 20th April 2026

Contact Email: procurement@nisd.org.ng

1. PURPOSE

The purpose of this Request for Proposal (RFP) is to invite qualified vendors to supply, deliver, and install high-quality office furniture for **New Initiative for Social Development**. The selected vendor will be responsible for providing durable, ergonomic, and aesthetically appropriate furniture that meets the organization's operational needs.

2. SCOPE OF WORK

The selected vendor will be required to:

- Supply office furniture including but not limited to:
 - Work desks and workstations
 - Office chairs (ergonomic)
 - Conference/meeting tables
 - Filing cabinets and storage units
 - Reception furniture

- Executive office furniture
- Provide layout recommendations (if applicable)
- Deliver furniture to the designated office location(s)
- Assemble and install all furniture
- Ensure quality assurance and compliance with specifications
- Provide warranty and after-sales support

3. TECHNICAL SPECIFICATIONS

Proposals should clearly outline specifications including:

- Materials used (e.g., wood, metal, laminate)
- Dimensions and design options
- Ergonomic features (for chairs and desks)
- Durability and weight capacity
- Color and finish options
- Compliance with safety and quality standards

4. DELIVERABLES & TIMELINE

Deliverable	Timeline
Contract Award	Week 1
Design/Specification Approval	Week 2
Delivery of Furniture	Weeks 3–5
Installation & Setup	Week 6
Final Inspection & Handover	Week 6

5. ELIGIBILITY & QUALIFICATIONS

Eligible vendors must demonstrate:

- Proven experience in supplying office furniture
- At least 3 similar completed projects
- Capacity to deliver within specified timelines
- Availability of after-sales service and warranty
- Strong financial and operational capability

6. PROPOSAL REQUIREMENTS

A. Technical Proposal

1. CAC certificate
2. Tax certificate
3. company profile
4. Evidence of physical address
5. Proposal with a well quote

B. Financial Proposal

- Detailed pricing breakdown (in [Currency])
- Cost per item and total cost
- Delivery and installation costs
- Applicable taxes

C. Annexes

- References from previous clients
- Product brochures/catalogs

7. SUBMISSION INSTRUCTIONS

All proposals must be submitted electronically in MS word or PDF format to:
procurement@nisd.org.ng

Submission Deadline: 20th April 2026
Late submissions will not be considered.

8. EVALUATION CRITERIA

Criteria	Weight
Understanding of Requirements	20%
Technical Specifications & Quality	25%
Experience & Past Performance	20%
Delivery Timeline	10%

Cost Effectiveness	25%
Total	100%

Only vendors meeting minimum technical requirements will proceed to financial evaluation.

9. TERMS & CONDITIONS

- The organization reserves the right to accept or reject any proposal.
 - All supplied items must meet agreed specifications.
 - Payment terms will be defined in the contract agreement.
 - The vendor must guarantee all products supplied.
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10. CONFIDENTIALITY

All information provided in this RFP must be treated as confidential and used solely for the purpose of preparing a proposal.

11. CONTACT INFORMATION

For inquiries and clarifications, please contact:

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