Let your quotation indicate the following:

·                  Delivery schedule: (*How long it will take for you to make the delivery from date of award)*

·                  Validity of offer: *(How long will your price remain without changing)*

·                  Warranty  (*If Applicable)*

·                  Origin of Good (*If Applicable)*

·                  Unit price

·                  Extended price

·                  Tax identification number

·                  Company's address, phone number, name and designation of representative, signature, and stamp

·                  Any other relevant information

·                  Sign and stamp on the RFQ

**Note**: Mercy Corps is a VAT exempted non-Governmental organization, however Mercy Corps charges withholding Tax in line with Government Regulations in Nigeria.

Kindly acknowledge receipt of this mail.

**Kindly read our conflict-of-interest statement below.**

*Conflicts of interests in the awarding or management of contracts*

If a company is owned by, whether directly or indirectly, in whole or in part, any Mercy Corps employee or any person who is related to a Mercy Corps employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.

**Instructions to BOQ**

* The excel BOQ has been linked with formulas, kindly type your price amount only into the blue coloured section provided on the excel and it would update automatically on the sub total sections and the grand summary page.
* The section where the prices would be entered has been highlighted in light blue color for ease of identification and filling. The first section requires a lumpsum which should written at the blue cell while the other sections require your unit price only in the cells highlighted in blue
* Ensure that you fill all the blue highlighted sections before printing for signing, stamping and submission. Enter your company name and details in the required sections
* The BOQ sheet and grand summary sheet should be submitted only through printed and clearly **scanned** and attached as**PDFs** along side your RFQ which you have filled signed and stamped