



**NIGERIA SOVEREIGN INVESTMENT AUTHORITY**

**REQUEST FOR QUOTATION (RFQ)  
FOR XXX FOR NSIA**

**[Month] 2025**

## **DISCLAIMER**

The information contained in this Request for Quotations document (“RFQ”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Nigeria Sovereign Investment Authority (“NSIA” or the “Authority”) or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.

This RFQ is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this RFQ is to provide interested parties with information that may be useful to them in the preparation of their Quotations pursuant to this RFQ. This RFQ includes statements, which reflect various assumptions and assessments arrived at by NSIA in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFQ may not be appropriate for all persons, and it is not possible for NSIA, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and information contained in this RFQ, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFQ and obtain independent advice from appropriate sources.

NSIA, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFQ and any assessment, assumption, statement or information contained therein or deemed to form part of this RFQ or arising in any way in this Selection Process.

NSIA also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Applicant upon the statements contained in this RFQ.

NSIA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFQ.

The issue of this RFQ does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Services and the Authority reserves the right to reject all or any of the Quotations without assigning any reasons whatsoever. The Applicants shall bear all costs associated with or relating to the preparation and submission of Quotations including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by NSIA, or any other costs incurred in connection with or relating to its Quotation. All such costs and expenses will remain with the Applicant and NSIA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Quotation, regardless of the conduct or outcome of the Selection Process.

1. **Subject:**

1.1. XXXX for NSIA

2. **Purpose:**

2.1. The purpose of this Request for Quotation (RFQ) is to solicit quotation to conduct a fair and extensive evaluation based on criteria listed herein and select the applicant if his/her quotation meets the requirements according to a fair and transparent evaluation process.

3. **Summary and Background:**

3.1. XXXX

3.2. Considering the above, NSIA wishes to engage the services of a reputable, suitably qualified XXX agency (the "Agency" or "Firm") for the provision of Technical Services based on the Scope of Work and Technical Specifications as detailed below.

4. **Proposal guidelines:**

4.1. For the purpose of this RFQ the applicant must cost according to the most economical and efficient specification possible while still complying with applicable legislation and regulations as well as best practices.

4.2. Applicants are advised to study the nature and extent of the work embodied in this RFQ by examining the RFQ documents, information and location.

4.3. Applicants are to check the numbers of the pages and annexures, and should any be missing or duplicated, or the reproduction be indistinct, or if any doubt exists as to the full intent and meaning of any description, or if this document contains any errors, the applicant shall notify the Authority at once for rectification. No liability whatsoever will be admitted in respect of errors in any proposal due to the aforementioned clauses.

4.4. This RFQ needs to be addressed to Head, Procurement, the Nigeria Sovereign Investment Authority.

4.5. All project information shall be delivered in PDF.

4.6. Applicants are required to provide the quotation as per the documents and specifications provided.

4.7. All costs must be in an itemised bill with quantities, rates where applicable and total amounts of all fees and costs.

4.8. Alternative pricing options which will benefit the Project may be included as a separate quotation.

4.9. If the applicant submitting a quotation must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the quotation. Additionally, all costs included in quotation must be all-inclusive to include any outsourced or contracted work. Any quotations which call for outsourcing or contracting work must include a name and description of the applicants being contracted.

4.10. The proposed sums should be expressed in Nigerian Naira (NGN) and be **exclusive of VAT**. For the avoidance of doubt, it is clarified that NSIA is exempted from VAT. All payments to any selected Firms shall however be subject to deduction of taxes at source per Applicable Laws.

4.11. This RFQ shall remain in full legal force for 90 (ninety) calendar days. Additionally, please note that the Applicant's quotes are to be valid for **90 (ninety) calendar days after the RFQ submission deadline**.

- 4.12. It is highlighted that the Applicant's rates will not be adjusted and shall remain fixed for the duration of the contract.
- 4.13. Upon notification, the contract negotiation with the applicant will begin immediately.
- 4.14. Contract terms and conditions will be negotiated with applicant for this RFQ. All contractual terms and conditions will be subject to review by the company and will include scope, contract price, timeline, and other necessary items pertaining to the scope of the RFQ.
- 4.15. The applicant is to provide a detailed time schedule before engagement as agreed with the NSIA.
- 4.16. This RFQ shall be governed by, and construed in accordance with, the laws of Federal Republic of Nigeria.
- 4.17. No works may commence without a duly signed agreement between the applicant and the Authority.
- 4.18. Any queries after the commencement of the service may be mailed electronically to the following email addresses:  
XXXX: [XXXX@nsia.com.ng](mailto:XXXX@nsia.com.ng)  
XXXX: [XXXX@nsia.com.ng](mailto:XXXX@nsia.com.ng)
- 4.19. All quotations must be signed by an official agent or representative of the applicant submitting the quotation.

## 5. Scope of Services

XXXX

## 6. RFQ Timeline:

- 6.1. All Proposals MUST be submitted on the NSIA Procurement Vendor Management System (PVMS) and will be accepted until XXX.
- 6.2. All inquiries and requests for information affecting this RFQ must be on the NSIA Procurement Vendor Management System (PVMS) live chat on or before XXX.
- 6.3. The Financial proposal PDFs should be encrypted with a password. The password for the encrypted file will be requested within **24 to 48 hours after the submission deadline** via an email from [procurement@nsia.com.ng](mailto:procurement@nsia.com.ng)
- 6.4. During evaluation, if additional information or discussions are needed, the applicant will be notified.

## 7. Quotation evaluation criteria:

### 7.1. Evaluation criteria:

- 7.1.1. Conformity to the RFQ requirements
- 7.1.2. Timeline for completion of the services as per the scope
- 7.1.3. Pricing and payment terms

## 8. Signature

Company Representative: \_\_\_\_\_

Representative Capacity:

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Representative Signature:

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