**REQUEST FOR QUOTATIONS (RFQ)**

**RFQ-YOL-04-22-0005**

**RFQ Number:** RFQ-YOL-04-22-0005

**Description:** STTA Note Taker

**RFQ Release Date:** 4/22/2022

**RFQ Closing Date:** 4/29/2022

**RFQ Closing Time:** 05:00PM Nigeria Time

**Questions Due:** 4/26/2022 2PM Nigeria Time

**From:** Creative Associates International, Inc., on behalf of Nigeria Northeast Connection (NE Connection)

**Funded by:** USAID/Nigeria, AID-OAA-I-13-0005/72062021F00005

Creative Associates International, Inc., acting on behalf of the Nigeria Northeast Connection in Nigeria is soliciting offers for technical expertise in accordance with the Scope of Work included in Attachment 1, and Creative’s Consultant Agreement Terms and Conditions included in Attachment 2.

All correspondence and/or inquiries regarding this Request for Quotations (RFQ) must reference the above RFQ number and be directed via email to: Procurement@connection-nigeria.com. Creative intends to award a fixed price consultant agreement but reserves the right to make multiple awards or no award.

Please submit the following documents to provide a quote in response to this RFQ:

1. Confirm that you have the qualifications and experience to perform the work as defined in the scope of work AND are available to perform the work during the period of performance required.
2. An updated CV that reflects the education, skills, and experience required in Attachment 1, and demonstrates the ability to carry out the scope of work;
3. Confirm that you can perform the work within the not-to-exceed level of effort (LOE) stated in the scope or provide an alternate LOE and justify. Also include any non-labor costs expectations.

**Questions:** Any questions should be submitted in writing and emailed to procurement@connection-nigeria.com no later than the above date. No questions will be entertained if they are received by means other than the specified email address, and any communications to alternate e-mail addresses may result in the disqualification of the bidder. The RFQ number listed above should be stated in the Subject line.

**Answers to Questions:**

Answers will be compiled and distributed before close of business on 4/27/2022. Sincerely, Creative Associates International

**Please note: Attachment 2 (Terms and Conditions), Annex A (Reps, Certs and Consents form) and Annexes B/C/D (W-8; W-9; Vendor forms, as applicable) are provided for your information at this stage in the solicitation process. Completed forms will be required only if you have been selected for the consulting opportunity. However, you may complete, sign, and submit the forms as part of your response to this request.**

**A Budget Template is also provided. You are not required to use this template and can submit pricing in any format that allows Creative to evaluate the realism and reasonableness of your price in relation to the work required.**

Selection will be made on the basis of technical capability and overall best value. Modifications to this RFQ, including closing date extensions, will be posted on the same medium/website where the original solicitation is posted. Please check the website for updates.

*Also note that Creative desires to keep potential consultant personal data on an internal database for the sole purpose of searching for qualified individuals for future opportunities. If you wish to be entered into our database to be considered for potential future work, please go to:*

<https://registration.creativedc.com/wp/login/?redirect_to=https%3A%2F%2Fregistration.creativedc.com%2Fwp%2F>