



**REQUEST FOR QUOTATIONS (RFQ)
CRFQ-HQ-0427**

RFQ Number: CRFQ-HQ-0427
Description: NE Connection, Organizational Development Consultants
RFQ Release Date: September 29, 2021
RFQ Closing Date: May 31, 2022
RFQ Closing Time: 05:00PM Eastern Standard Time
From: Creative Associates International, Inc., Washington, DC, on behalf of Nigeria
Northeast Connection Activity (NEC)
Funded by: USAID

Creative Associates International, Inc., acting on behalf of the USAID Nigeria Northeast Connection Activity, is soliciting offers for technical expertise in accordance with the Statement of Capabilities included as Attachment 1, and Creative's Blanket 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: odconsultants@connection-nigeria.com. Creative intends to award one or more blanket consultant agreements under which work will be negotiated as fixed price or level of effort performance based activities. Creative reserves the right to make multiple awards or no award as a result of this RFQ.

Please submit the following documents in response to this RFQ:

- 1) Confirm that you have the qualifications and experience to perform the work as defined in the statement of capabilities 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 statement of capabilities;
- 3) Confirm that you can perform the work within the not-to-exceed level of effort (LOE) stated in the statement of capabilities or provide an alternate LOE and justify. Also include any non-labor costs expectations.

Please note: Attachment 2 (Terms and Conditions), Annex A (Reps, Certs and Consents form) and 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 Creative website. Please check the website for updates.

