



NATIONAL INSTITUTE FOR LEGISLATIVE STUDIES
CAPACITY BUILDING PROJECT (NILS-CAP)
NATIONAL ASSEMBLY

Ref:.....

Date:..... 24th Feb. 2017

REQUEST FOR QUOTATIONS FOR PROCURMENT OF INTERPRETATION EQUIPMENTS, TRANSLATION OF DOCUMENTS, RETURN AIRTICKETS AND WORKSHOP MATERIALS FOR PROGRAMME PARTICIPANTS

1.0 BACKGROUND AND CONTEXT

The National Institute for Legislative Studies (NILS) is an organ of the National Assembly established by an Act of Parliament in 2011. It promotes and reinforces the constitutionally assigned roles and functions of parliamentary institutions through research, advocacy, teaching, networking and other related activities.

The Institute, with funding from African Capacity Building Foundation (ACBF) with the intention to organise **Training programmes for Parliamentary staff and Parliamentarians** wishes to invite for quotation from reputable vendors for the procurement of the following:

- a. Hiring of Interpretation equipment, (b). Services for Interpretation and Translation of Documents, (c). Return Air tickets within 14 West African Countries, (d). Unit cost of Customised Workshop Bags, Units cost of Programme Brochure, Unit cost of Programme Tag, Unit cost of Flash Drives, Unit cost of writing pads, Unit cost of Banner, Unit cost of a cotton of A4 paper, Unit cost of a Toner, (e). Catering Services.

Air travel Agent will only submit expression of interest to be the project travel agent. They will be called upon to submit quotation anytime the programme date is certain and schedule.

2.0 SUBMISSION AND SELECTION PROCEDURE

2.1 The National Institute for Legislative Studies now invites qualified vendors to submit quotation and provide information indicating that they are qualified to perform the job/service. To apply, please send your quotation to the National Institute for Legislative Studies in a sealed envelope address to Director General, National Institute for Legislative Studies. Attention. **Secretary, Procurement Committee** not later than 16th March 2017.

2.2 Opening of sealed quotations will be done on 1 pm on 17th March, 2017 in the presence of the vendors or their representatives.

2.3 The vendors will be selected in accordance with the procedure for the selection of vendors as set out in the Institute's Procurement procedures.

Done at Abuja, on 24 February 2017.

Signed:

MANAGEMENT