

REQUEST FOR QUOTATION (RFQ)

Ministry of Budget and Economic Planning, Sokoto State

RFQ Reference Number: MBEP/IP/RFQ/2026/04-003

Date of Issue: April 15, 2026

Deadline for Submission: April 17, 2026, at 4:00 PM WAT

1. Introduction

The Ministry of Budget and Economic Planning invites qualified and experienced hotels or hospitality providers to submit a quotation for a comprehensive event package. This package includes accommodation, conference hall rental, and catering services for a two-week Demographic Dividend Profiling workshop.

2. Scope of Services

The selected vendor will provide a turnkey venue and hospitality solution encompassing:

- **Accommodation:** Lodging for 24 participants for fifteen (15) nights.
- **Conference Facility:** A fully equipped training/conference hall for 30 participants for fourteen (14) days.
- **Catering:** Daily Morning Tea Break and Lunch for 30 participants for fourteen (14) days.
- **Event Dates:** April 20, 2026, to May 3, 2026.
- **Accommodation Dates:** Check-in on April 19, 2026, and Check-out on May 4, 2026.

3. Detailed Requirements

A. Accommodation

- **Rooms:** Twenty-eight (24) standard single occupancy rooms (Flat rate)
- **Amenities:** En-suite bathrooms, air conditioning, stable electricity (24/7 backup power generator), daily housekeeping.

B. Conference Hall

- **Capacity & Setup:** Minimum capacity of 30 participants with classroom or U-shape seating arrangements, providing ample space for movement and group work.
- **Equipment:** Multimedia projector and screen, public address (PA) system with at least two wireless microphones, flip chart stand with paper and markers.
- **Environment:** Fully air-conditioned with stable power supply for the duration of the daily sessions.

C. Catering Services

Vendors must ensure menu variety across the fourteen (14) days. Meals will be served for 30 participants (inclusive of non-accommodated facilitators/staff).

- **Morning Tea Break (10:30 AM):** Tea, coffee, hot chocolate, milk, chilled juices, bottled water.
- **Lunch (1:30 PM):** Buffet style featuring a choice of at least two main dishes (e.g., Rice dishes, Swallow with assorted soups), minimum two proteins (e.g., Chicken, Beef, Fish), sides (Salad/Plantain), dessert/fruits, and chilled beverages/water.

4. Vendor Requirements & Evaluation Criteria

To be considered responsive, bidders must submit the following documentation:

1. **Financial Quotation:** A detailed cost breakdown (see format below).

5. Format for Financial Quotation (Bill of Quantities)

Please provide your quotation using the table format below. Prices must be inclusive of all applicable taxes, service charges, and facility fees.

S/N	Item Description	Unit Cost	Qty	No. of Days/Nights	Total Cost
1	Accommodation (Standard Room + Breakfast)	[Amount per room/night]	24 Rooms	15 Nights	[Total]
2	Conference Hall Hire (Including Equipment)	[Amount per day]	1 Hall	14 Days	[Total]
3	Morning Tea Break	[Amount per pax]	30 Pax	14 Days	[Total]
4	Lunch (Buffet)	[Amount per pax]	30 Pax	14 Days	[Total]

6	GRAND TOTAL				[Total Amount]
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Note: The quotation must be valid for at least thirty (30) days from the date of submission.

6. Terms and Conditions

- **Inspection:** The Ministry reserves the right to conduct a physical inspection of the hotel, rooms, and conference facilities prior to awarding the contract.
- **Service Standards:** The vendor must maintain high standards of hygiene, security, and customer service.
- **Payment Terms:** Payment will be processed within 15 days after the successful completion of the services and submission of a final invoice.
- **Right of Rejection:** The Ministry reserves the right to reject any or all bids and is not bound to accept the lowest priced quotation if the facilities do not meet the required standards.

7. Submission Instructions

Quotations must be signed by an authorized representative and submitted in a sealed envelope marked "**CONFIDENTIAL: RFQ for Hotel & Conference Services**" or via official email to:

Permanent Secretary

Ministry of Budget and Economic Planning

Usman Faruk Secretariat

Sokoto, Sokoto State

Email: unfpa.projects@mbep.sk.gov.ng

Phone: 07060904495

Deadline: All submissions must be received no later than **April 17, 2026, at 12:00 PM WAT**. Late submissions will not be considered.