A logo for a family fund

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**Request For Proposal – Furniture Supply and Installation LOT 5**

**Consultant Project Manager:**

**A logo for a company

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**August, 2025**

**Project:** Family Homes Funds Limited’s Office Relocation to Trust Fund Pension Towers.

**Client:** Family Homes Funds Limited

**Consultant Project Manager:** Archivisual Solutions Ltd.

**Issue Date:** Monday 25th August 2025

**Submission Deadline:** Monday, 8th August 2025, at 10:00 am.

**1. INTRODUCTION**

Family Homes Funds Limited (FHFL) is currently undertaking an office relocation project to its new premises at the 4th Floor, Trust Fund Pension Towers, Abuja. This initiative forms part of management’s commitment to enhancing workplace productivity and strengthening the organization’s corporate image in line with its continued growth.

In collaboration with its Consultant Project Managers, Archivisual Solutions Ltd., FHFL hereby invites prequalified and reputable contractors to submit Technical and Financial Proposals for the execution of **Furniture Supply and Installation Lot 5,** as part of the relocation project.

**2. SCOPE OF WORK**

The works shall include, but are not limited to, the following:

The supply and installation of

* Executive and standard workstation desks.
* Ergonomic staff and visitor chairs.
* Modular cabinets, storage units, and pedestals.
* Conference/meeting room furniture.
* Custom reception desk and branding panels.
* Delivery, offloading, assembly, and placement

A full list of items to be installed is provided in the unpriced Bill of Quantities (BoQ) prepared by the Consultant Project Managers (CPM). The BoQ and floor plan are attached as reference documents.

**3. DELIVERABLES**

The successful contractor will be expected to deliver:

* Fully furnished office floor per FHFL’s approved furniture layout.
* High-quality furnishing that meets FHFL corporate standards.
* Warranty period.
* Sample units for approval before mass production.

**4. PROPOSAL REQUIREMENTS**

**4.1 Technical Proposal**

**Note:** Firms that have already submitted technical proposals during the earlier prequalification stage and were successfully prequalified are **not required** to resubmit.

Where required, the technical proposal shall include:

* Company profile and statutory incorporation documents.
* Evidence of compliance with BPP requirements (Tax Clearance, IRR, ITF, NSITF, PenCom).
* Evidence of at least three (3) similar office fit-out projects in the last five (5) years.
* CVs and qualifications of key technical staff (including COREN, NSE, or equivalent certifications).
* Audited financial statements for the last three (3) years.
* Description of available tools, equipment, and in-house resources to be deployed.

**4.2 Financial Proposal**

The financial proposal must strictly follow the **Attached Unpriced BoQ**. Proposals outside the provided BoQ will be disqualified. The submission shall include:

* Completed and itemized BoQ (unit rates, quantities, and total lump sum).
* Inclusion of all applicable taxes (VAT and WHT).
* Lead time for procuring and installing materials.
* Price validity period (minimum no. of days).
* Warranty details (duration and scope).

For any clarification on the BoQ or floor plan, bidders may contact the CPM’s Quantity Surveyor.

**5. EVALUATION CRITERIA**

**5.1 Technical Evaluation**

* BPP compliance: 30%
* Relevant experience with similar office fit-out projects: 25%
* Technical capacity (qualified staff, methodology, equipment): 20%
* Audited financials (3 years): 10%
* In-house tools and resources: 5%

**Note:** A minimum technical score of **70%** is required to proceed to financial evaluation.

**5.2 Financial Evaluation**

* Itemized furniture cost schedule.
* Adherence to the approved BoQ.
* Application of the **Quality and Cost-Based Selection (QCBS)** method to determine best value.
* Quotes must include all applicable taxes (VAT and WHT)
* Unit rates, quantities, and total lump sum.
* Lead time required for procuring the materials.
* validity period for the price quoted.

**6. SUBMISSION FORMAT**

Electronic submissions are preferred. Proposals should be emailed to:

* [procurement@fhfl.com.ng](mailto:procurement@fhfl.com.ng)
* CC: [uumar@fhfl.com.ng](mailto:uumar@fhfl.com.ng)

Hard copies will also be accepted and must be submitted at FHFL Reception, 3rd Floor, Sinoki House, Central Business District, Abuja.

Proposals must be submitted in two separate documents (or softcopy equivalents):

* Technical Proposal (no pricing).
* Financial Proposal (completed BoQ and lump sum).

Both documents should be enclosed in a single sealed envelope clearly marked with the **Lot Number and Contractor’s Name** and addressed to The Head, Procurement.

**7. SUBMISSION DETAILS**

**Addressed to:**

The Head, Procurement  
Family Homes Funds Limited  
3rd Floor, Sinoki House  
Central Business District – Abuja

* **Deadline:** Monday, 8th August 2025, at 10:00 a.m.
* **Mode:** Preferably softcopy submission; however, sealed hard copies will be accepted.
* All submissions must be recorded in the Submission Register at reception.

**8. NOTES TO APPLICANTS**

* Only contractors who did not participate in the earlier technical prequalification must submit full technical proposals at this stage.
* Bids outside the approved BoQ will be **automatically disqualified**.
* The total quotation must be accurate; arithmetic errors will result in **automatic disqualification.**
* FHFL and its Consultants reserve the right to verify all information and disqualify non-compliant submissions.
* Participation in this process does not guarantee an award of contract.
* Only shortlisted firms will be contacted.