

Opening Date: 04/09/2023

Closing Date: 27/09/2023

Invitation to express interest in the Supply of various goods and services in Borno and Yola Office.

Borno Women Development Initiative (BOWDI) is a women-led registered Nongovernmental, Non-profit Organization in Maiduguri, Borno State, Nigeria. BOWDI has been active in Humanitarian and development activities in the Northeast especially in the areas of education, peace-building, advocacy, food security, livelihood and protection. The organization has registered with the Corporate Affairs Commission (CAC) and Social Control Unit against Money Laundering (SCULM) in Nigeria in 2014 and 2013 respectively. It has been a member of the protection sector working group, GBV sub working group and Education in Emergency working groups in Borno state. BOWDI has collaborated with many agencies in Borno like the UNFPA, Like-Minds Project, FIDA, GEPADC, Victims Support Funds (VSF), and Advisory Committee on Safe School return, Presidential Committee on Northeast Initiatives (PCNI) etc. and state agencies like State Emergency Management Agency (SEMA) and State Ministry of Women Affairs (MWASD) to carry out its activities. We have worked with sister NGOs like NEYIF and UNDP in Yobe and currently in Yola.

Locations: Borno (Ngala, Banki, Bama, Pulka, Nganzai, Magumeri) and Adamawa (Yola and Mubi, Michika, Madagali)

Engagement Type: Contract

Details of Invitation

- Borno women Development Initiative invites all prospective suppliers and service providers

(Including current BOWDI suppliers) to apply for registration in the Borno women Development Initiative Maiduguri office. This is to enable them to get registered and uploaded in BOWDI'S Procurement/suppliers Database.

- This is in line with BOWDI's procurement principle of Transparency, Equal Opportunity, And competitive supply.

- The purpose of the Database is to give all prospective suppliers an equal opportunity to Submit quotations to enhance transparency and equity in the procurement processes.

The Objective of this Invitation;

- To pre-qualify and select new suppliers for the listed purchase requirement
- To early identify and verify vendors' offices, shops, or warehouse
- To enter into a framework agreement /contract for strategic goods and services and select new suppliers for purchase requirements.

In order to add to our supplier's database, we are looking for suppliers and contractors providing the following goods and services in Borno and Adamawa state;

Lot 1. Office Stationeries

Lot 2. Vehicle Hire

LOT 3. Communication Item

- laptops

Lot 4. Fuel Supply

Lot 5. Non-Food Items (NFIs) Supply

Lot 6. Data Communication

- Airtel
- Mtn
- Glo
- Etisalat

Lot 7. Printing Press

- Staff IDs
- Envelopes
- Community and training guides
- Others (T-shirts, Banners, Stickers, Hijabs, Caps, ID Straps, etc.)

LOT 8. Supply of Canopies

LOT 9. Recreation Materials

Ludo

Scrabble

Ayo (dara)

Sake

Football

Volley ball

Skipping ropes

Please, note that all interested parties that meet the above criteria, are to submit along with

current price(s) of their goods/services on their company letter head in PDF format.

Important Notice

- Existing vendors should consider this EOI as a revalidation exercise and are required to participate. All hitherto existing vendors will be delisted and relisted again through this exercise.

Eligibility and Selection Criteria

The minimum eligibility requirements and selection criteria are as follows:

- Cover Page (indicating category(s) of interest and related REF Number(s))
- Company Profile; registered address(s), official / functional emails, telephone numbers and point of contact for the company.
- Evidence of legal registration document of the company (CAC registration certificate, FORM CO7 and FORM Co2)
- Latest Tax Clearance Certificate / TIN Certificate.
- Evidence of possession of experience in the line of business you are applying for. (Where Applicable)
- Prospecting Suppliers may provide copies of completed Job Orders / Reference Letters / Proof of Deliveries (Delivery Notes or Job Completion Notification) in areas of business Endeavor from reputable organizations, preferably NGOs or other reputable organizations

Attesting to active or past business relationship and level of performance (the letters or Lists must have relevant addresses, contact persons, telephone numbers and emails) for Due diligence confirmation.

- Any other relevant supporting document that could aid your EOI.

Additional Information:

If you are interested and want to participate, please register your company with us; registration and submission of company profile should be done at **BORNO WOMEN DEVELOPMENT INITIATIVE plot130, Tamoul road old GRA, Maiduguri, Borno State** or using the **link:** <https://forms.gle/k4jz8MSa6URXnWj57>. Procurement contact: 07060563656 from 4th September, 2023 to 27th September, 2023.

Your company profile must include the following:

- Business Registration Certificate (Photocopy of CAC Certificate)
- Tax Identification Number (TIN) Certificate
- Previous experience in similar works and other relevant credentials.
- Current company business address which must be in Borno and Yola state.
- Active Email address
- Name and date of Birth of the CEO of the Company.
- Any valid Identity Card of the CEO of the Company
- Name and Phone number of the contact person.
- An introduction letter from your bank.
- Bank statements for the last six months as evidence of financial capacity.

NOTE: Your Company Profiles must be put in a sealed envelope marked with the LOT NUMBER of the category you are interested in. All documents received after submission deadline will be considered invalid.

For any queries: Procurement officer contact or contact the address above.

Borno Women Development Initiative reserves to accept or reject the whole or partial part of this bid.