

CHRISTIAN AID

PREQUALIFICATION FOR THE SUPPLY OF GOODS AND SERVICES - CHRISTIAN AID (UK), NIGERIA

Christian Aid is an International Non-Governmental Organisation which exists to create a world where everyone can live a full life, free from poverty. We are a global movement of people, churches, and local organisations who passionately champion dignity, equality, justice, and love worldwide. We seek to eradicate extreme poverty by tackling its root causes. Together with people living in poverty, we amplify our voices to speak truth to power and create lasting change. Christian Aid has been working in Nigeria since 2003 and currently works in the areas of Democracy and Good Governance, Health and Human Development, and Humanitarian, Sustainable Livelihoods and Resilience.

Christian Aid's operation in Nigeria is expanding and to effectively carry out its activities, it is pre-qualifying interested companies for the supply of goods and services. The purpose of this exercise is to enable eligible companies to fairly compete for any business opportunities that may be available at Christian Aid whilst achieving the most competitive prices and quality.

Lot No	Category	Location/State
Lot 1	Supply of ICT equipment (Computers, Servers, printers, scanners, photocopiers. Software, Accessories, Tools, and Measuring Equipment).	Abuja, Kaduna, Borno, Katsina, Kano, Jigawa, Zamfara.
	Power Systems and Solutions (Inverters, UPS, Powerline & surge protection, solar systems, AVR, surge. Lightning protection & earthing)	Abuja, Borno, Benue, Jos, Kaduna, Anambra, Katsina, Kano, Jigawa, Gombe, Sokoto, Yobe, Zamfara.
	Communication and Security Solutions Providers (Networking Components and Services, Access Control and Security Systems, CCTV Solutions, Communication Systems- VoIP, IP-PBX, Intercom, Conferencing Equipment & Solutions, and satellite phones)	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Katsina, Kano, Jigawa, Gombe, Zamfara.

Lot 4	Furniture & fittings (Tables, chairs, cabinets, safe)	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Katrina, Kano, Jigawa, Gombe, Zamfara.
Lot 5	Electronics and electrical equipment (Air Conditioners, TV, Refrigerator, microwave, kitchen equipment, household electrical gadget etc.)	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Katsina, Kano, Jigawa, Gombe, Zamfara.
Lot 6	Supply of Stationery (Printing Paper, pens, notepads, staplers, pins, pencils, toners, cartridges etc.)	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Katsina, Kano, Jigawa, Gombe, Zamfara.
Lot 7	Supply of general office consumables (Beverages, toiletries, cleaning Items, drinking water for dispenser)	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Katsina, Kano, Jigawa, Gombe, Zamfara.
Lot 8	Supply and maintenance of fire safety equipment and extinguishers	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Adamawa
Lot 9	Diesel Supplies	Abuja, Borno, Benue, Plateau, Kaduna, Zamfara.
Lot 10	Airtime, Data and Recharge Card Supplies	Abuja and Borno
Lot 11	Agricultural vendor- (Improved crop seeds, agrochemicals. Agro-machinery, farm tools).	Borno, Benue, Kaduna, Plateau, Anambra, Katsina, Kano, Jigawa, Gambe, Sokoto, Yobe, Zamfara.
Lot 12	Supply of construction materials- (cement, construction wood, blacks, sand, gravels, iron Rods, Roofing Sheets etc.)	Abuja, Borno, Benue, Kaduna, Plateau, Anambra, Katsina, Kano, Jigawa, Gombe, Zamfara.
Lot 13	Personal protective equipment's (PPE) & Hygiene kits (Supply of Non-food items NFI's)	Borno, Benue, Plateau, Kaduna, Anambra, Adamawa, Katsina, Kano, Jigawa, Gombe, Zamfara.
SERVICES		
Lot 14	Car Hire and Rental Services (Passenger and goods)	Abuja, Borno, Benue, Plateau, Kaduna, Lagos, Adamawa, Katsina, Kano, Jigawa, Gombe, Zamfara.
Lot 15	Air Ticketing and Travel Agencies	Abuja and Borno

Lot 16	Security Services (Guarding Services)	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Adamawa, Katsina, Kano, Jigawa, Zamfara.
Lot 17	Legal Services	Abuja
Lot 18	Internet Service Providers (Dedicated and Data-based)	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Katsina, Kano, Jigawa, Gombe, Zamfara.
Lot 19	Hotel and Hospitality services (hotel accommodation, conference hall packages & Catering services)	Borno (Maiduguri, Dikwa, Monguno, Shani, Askira Uba), Abuja, Adamawa (Yola, Biu Mubi, Michika, Gombi, Hong), Benue (Makurdi, Otukpo, Gboko), Gombe, Lagos, Plateau, Kaduna (Zaria, Zonkwa and Kaduna), Lagos, Katsina, Kano, Jigawa, Gombe, Sokoto, Yobe, Zamfara.
Lot 20	Insurance Services (Health Insurance, Life Insurance, Asset Insurance, and vehicle insurance)	Abuja
Lot 21	Cleaning Services and Fumigation (Agencies involved in office and household cleaning)	Abuja, Borno, Benue, Plateau, Kaduna, Zamfara.
Lot 22	Courier Services	Abuja, Borno, Benue, Plateau, Kaduna, Anambra
Lot 23	Repairs, Servicing and Maintenance of Vehicles (Including sale of tyres, car batteries,)	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Adamawa, Katsina, Kano, Jigawa, Zamfara.
Lot 24	Handymen: Electrical Repairs, Plumbing, Carpentry, Welding, AC servicing, gardener, Masonry, CCTV	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Katsina, Kano, Jigawa, Gombe, Zamfara.
Lot 25	Printing and publication: Printing of documents, booklets, leaflets, posters, Registers, books, branded T-Shirts, Face caps and other materials.	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Katsina, Kano, Jigawa, Gombe, Zamfara.

Lot 26	Generator maintenance	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Katsina, Kano, Jigawa, Combe, Zamfara.
Lot 27	Maintenance of ICT equipment (computers, photocopiers, printers, CCTV, smoke Alarm systems, smart TV).	Abuja, Borno, Benue, Plateau, Kaduna, Zamfara.
Lot 28	Catering services	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Adamawa, Katsina, Kano, Jigawa, Zamfara.
Lot 29	Media production services (Video & audio productions, animation, sound & video editing, graphic design)	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Adamawa, Katsina, Kano, Jigawa, Zamfara.
Lot 30	Construction works (Building construction services, Latrine/septic tank desludging trucks services, refurbishing)	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Adamawa, Katsina, Kano, Jigawa, Zamfara.
Lot 31	Property Agents	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Katsina, Kano, Jigawa, Gombe, Zamfara.
Lot 32	Bore hole drilling, rehabilitation, and maintenance	Borno, Benue, Plateau, Kaduna, Anambra, Adamawa, Katsina, Kano, Jigawa, Gombe, Zamfara.
Lot 33	Installation & Maintenance of Solar power Equipment	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Adamawa, Katsina, Kano, Jigawa, Zamfara.
Lot 34	Cash Transfer/distribution Vendors	Abuja, Borno, Benue, Plateau, Kaduna, Anambra, Adamawa, Katsina, Kano, Jigawa, Zamfara.

Minimum requirement for prequalification

- (i) Comprehensive company profile including verifiable office address, active phone numbers & email addresses. (Compulsory)
- (ii) Proof of Company Registration in Nigeria (corporate affairs commission CAC). (Compulsory)

LIMITED LIABILITIES Form CAC 2- statement of share capital and return of allotment of shares. (Compulsory) / CO2 - Share Allotment Form if applicable (Compulsory) /CO7 - Particular of Directors. (Compulsory) /Form CAC7A "Notice of Change of Directors, or in the Name, Residential/Address or Postal Address of Director. (Compulsory)/Object matter declaration (Compulsory)

Or BUSINESS NAME Certificate of Incorporation (Compulsory) Form BN-01 (Proprietor's Particular) (Compulsory) (Compulsory)

(iii) Proof of Tax Identification Number (TIN)/VAT certificate and recent copy Current tax clearance certificate for 2023. (Compulsory)

(iv) Evidence of past experiences to reputable organizations/clients preferably International Non-governmental Organisations to whom the same type of supplies and/or installation was provided (Copies of letters of award & successful completion certificates and supporting reference letter should be attached) (Compulsory)

(v) Evidence of bank account in the name of the company/business entity; the confirmation should be provided by your bankers. (Compulsory)

(vi) Evidence of last 2 years financial audit report (to show the financial capacity)

(vii) Evidence of registration with any related governmental or regulatory institution e.g. registration certificate with IATA (flight ticketing vendor), Reg certificate with SCUML (Cash distribution vendors), Reg certificate with Ministry of Environment/ Environmental Health Officer Reg Council of Nigeria (Fumigation vendors).

No company should indicate interest for more than two (2) Lots.

Submission of Expression of Interest

Use the link <https://forms.gle/8ddfKGnCJXs8Sp9o6> to complete the prequalification/expressions of interest form and upload your documents as a single PDF file with clear title in your company name.

Submission of interests shall close by **5pm 26 February, 2024.**

Applications received after this deadline will not be considered. Only successful bidders will be notified.