

## **CROWN AGENTS**

### **ACCELERATING SELF -SUFFICIENCY & PROSPERITY**

#### **EXPRESSION OF INTEREST FOR VENDOR PRE-QUALIFICATION AS SUPPLIERS TO THE CHAMPS NIGERIA PROJECT**

Child Health and Mortality Prevention Surveillance (CHAMPS) is a Research project that is aimed at Collecting, analysing, and sharing accurate, timely data about the causes of child mortality in the region where it is highest through community engagement, mortality surveillance, laboratory Research, and data collection funded by the Bill and Melinda Gates Foundation, through Emory University, USA. In Nigeria, Emory University is partnering with College of Medical Science, Abubakar Tafawa Balewa University (ATBU), Bauchi and University of Calabar, Calabar for the implementation of the CHAMPS project with catchment areas in Cross River and Bauchi States.

Crown Agents, as the Fiduciary Agent of Emory University, focuses on providing good governance, strong financial management practices, setting up a proper accounting function making, approvals and disbursement of funds. Additionally, the Implementing Partners (IPs) have requested Crown Agents to undertake procurement services on their behalf.

Therefore, Crown Agents, in collaboration with the CHAMPS Nigeria Project IPs, hereby invites interested and credible companies/firms with verifiable track-records of performance for pre-qualification for the following lots:

#### **CATEGORIES OF GOODS, WORKS AND SERVICES**

<b>LOT NO.</b>	<b>CATEGORIES OF COMPANIES</b>	<b>DESCRIPTIONS OF WORKS/AREAS OF SPECIALIZATION</b>
Lot-1	Logistics Companies	For transportation of staff and Consultants
Lot-2	Office Cleaning/Janitorial services	Office Cleaning/Janitorial services for CHAMPS Project Office

Lot-3	General Contractor/ Vendor & Suppliers	Construction, Renovation, Supply of IT equipment, office consumables, furniture and fittings, vehicle maintenance, generators, air conditioners etc.
Lot-4	Travel Agent	Reservations/Booking and providing personnel with air tickets for both local and international travels
Lot-5	Food Vendor/Caterer	Provision of catering services (including tea breaks/Lunch) during events including trainings.
Lot-6	QuickBooks Expert Trainer	Acquisition, Installation/Configuration/ Training of finance staff on desktop and cloud versions of QuickBooks
Lot-7	Pharmaceuticals and other health products	Medicines, Personal Protective Equipment (PPE), medical devices, laboratory items, consumables.
Lot-8	Green energy solutions	Installations of solar panels, inverters

Crown Agents will conduct this procurement in line with its internal Policies, Regulations and Guidelines, while aligning as much as possible with the Procurement Act 2007.

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC), including forms CAC2 and CAC7.
- (b) Evidence of the Company's Tax Clearance Certificate of 2023.
- (c) Company Profile with the curriculum of key staff to be deployed for the project, including copies of their Academic/Professional qualifications.
- (d) Evidence of current Pension Compliance Certificate 2023.
- (e) Evidence of Industrial Training Fund (ITF) Compliance Certificate 2023.
- (f) Evidence of current Nigeria Social Insurance Training Fund (NSITF) Compliance Certificate 2023.
- (g) Evidence of Registration on the National Database of Federal Contractors, Consultants, and Service Providers by submission of Interim Registration Report (IRR) of 2023 or valid certificate issued by BPP.

(h) Verifiable documentary evidence of at least two (2) similar jobs executed, including Letters of Awards, Job completion certificates and Photographs of the projects.

(i) All documents for submission must be transmitted with a Covering/Forwarding Letter under the Company/Firm's Letterhead paper bearing, amongst others, the Registration Number (RC), as issued by the Corporate Affairs Commission (CAC), Contact and Email addresses. The Company's Letterhead Paper must bear the Name and Phone Number(s) of person(s) of contact.

## **SUBMISSION**

All documents listed above should be scanned as one pdf file in the order they appeared and sent as an attachment to [Jibrailu.Maliyogbinda@ng.crownagents.com](mailto:Jibrailu.Maliyogbinda@ng.crownagents.com) on or before **February 16, 2024, 5pm local time.**

## **GENERAL INFORMATION**

(a) Profiles submitted after the deadline for submission will not be accepted.

(b) Only qualified Vendors will be registered.

NB: VENDORS FROM PROJECT SITES ARE HIGHLY ENCOURAGED TO APPLY

## **SIGNED**

## **PROCUREMENT AND SUPPLY MANAGEMENT (PSM) CONSULTANT**