

Hope and Rural Aid Foundation (HARAF) is a non-profit, non-political and non-governmental organization, a national NGO who has been working in the North-East, Nigeria, responding to both humanitarian and developmental activities since 2011 but was officially registered as an organization with the Corporate Affairs Commission (CAC) of the Federal Government of Nigeria in the year 2016. With the registration number, RN: CAC/IT/85536

HARAF has operational presence in Adamawa (all 21 LGAs), Borno, Yobe and Calabar with functional offices. HARAF thematic areas are CCCM/Shelter/NFIs, Food Security & Livelihood, Education and Protection (GBV, child protection, general protection)

Presently, we are launching a 'Call for Expression of Interest' to update the list of suppliers for goods and services across the BAY States in the under listed goods and services. We cordially invite both existing and new suppliers to submit their expression of interest.

<b>Code</b>	<b>Good (s)</b>
HRF/24-01/Elec	Supply of Electrical Materials. (Air conditioner, TV, Refrigerator, household electrical gadget etc...)
HRF/24-02/Petro	Supply of Petroleum products(PMS, AGO and engine Oil)
HRF/24-03/NFI	Supply of Non-Food Items (Buckets, mats, cooking sets, Jerry cans, plastic bowls... etc.)
HRF/24-04/Hyg kit	Supply of Hygiene kits (Soaps, detergents, sanitary pads, Aqua tabs, chlorine.....etc.)
HRF/24-05/Stat	Supply of Office stationeries (Books, pens, printing papers, files... etc.)
HRF/24-06/Gen. Merchandise	Supply of Food and other refreshments (Beverages, Drinking water for dispenser, toiletries, cleaning items, household items...etc.)
HRF/24-07/Fur	Furniture and fittings (tables, chairs, cabinets... etc.)
HRF/24-08/ICT	ICT equipment, Maintenance and consumables (Website design and maintenance, Laptops, printers, photocopiers, cartridges etc...)
HRF/24-09/Const.	Construction materials (wood, blocks, sand, nails, gravel etc...)
HRF/24-10/Agro	Agro Allied (seedlings, farm tools, fumigation, agrochemicals, fertilizer...etc.)

HRF/24-11/Comm	Communication (Airtime, Recharge cards and Internet service provider)
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Code	Service(s)
HRF/24-01//Print	Printing and branding services, publishing and graphic designs services.
HRF/24-02/Cater	Catering services
HRF/24-03/Main	Maintenance services (Electrical, Plumbing, ICT etc....)
HRF/24-04/Veh.	Vehicle hire services(SUVs, Trucks, Secondary transport with loading and off-loading)
HRF/24-05/Hosp	Hospitality services (Hotels accommodation and conference hall rental)
HRF/24-06/Engy	Solar systems and equipment (Supply, installation, Maintenance and repairs of solar)
HRF/24-06/Ins	Insurance Services ( Health insurance, life and asset insurance)

**Please submit the below documents and any other support document that will help during vetting.**

- *Detailed profile with registered address, functional email & telephone number.*
- *Certificate of incorporation of business including active CAC.*
- *Proof of substantial /orders completed for the category you are bidding for.*
- *Coy of active Tax Identification Number (Tin)*
- *Copy of Tax registration certificate*
- *Dully completed questionnaires form (stamped). (Annexed)*

**Disclaimer:** The call for expressions of interest is being distributed to bidders with the notification that it is not a contract or agreement of any kind and that there is no financial benefit associated with answering this call.

Address your sealed envelope to HARAF Yola Office located at **Mallamre Quarter Beside UNHCR Office Jimeta Yola, Adamawa State OR our Field office located in Polo Area, Behind Isa Bati House Maiduguri Borno State.** On or before **15<sup>th</sup> March, 2024 at 5:00 Pm.** You may also choose to respond via email to [eoiprocurement@haraf.org.ng](mailto:eoiprocurement@haraf.org.ng)

Submissions must indicate the Expression of interest **Code, Title and the Name of**

**Applicant in English. E.g “Call For Interest:**

**HRF/24-01/Elec- Supply of Electrical Materials. (Air conditioner, TV, Refrigerator, household electrical gadget etc...)Vendor Name”**

For further inquiry, please contact through: +234 9061425079

*Pre-qualification Form*

**Instructions:**

- Please fill the form in **Block** letter.
- Please attached relevant documents to questionnaire form during the submission.
- The form is not considered valid unless it is signed, and stamped by the owner /manager of the business.

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|----|---|--|
| a) | Business name   |  |
| b) | Name of the Business<br>Owners/Manager  |  |
| c) | Phone number /Email address   |  |
| D) | Is the company registered all the<br>statutory deductions, withholding tax, Yes No,<br>VAT                            |  |
| e) | Business category   | Manufacturer, Distributors Retailers, Small<br>scale business.                 |
| f) | Head Quarter of your business.  |  |
| g) | Do you have other outlets in other<br>states? Please specify.   | Borno, Adamawa, Yobe.  |
| h) | Do you accept framework<br>agreement with a fix price   | Specify the length contract you prefer. 3<br>Months.6 months9 Months12 Months. |
| i) | Which payment do you prefer?  | Pre-payment Post payment.  |
| J) | What is the amount of your highest<br>contract /purchase orders you have<br>successfully executed by your<br>company? |  |

*What is your experience in partnering with UN and NGOS? Attached sample of the contracts or PO if any.*

k) *What mode of payment do you prefer?*

l) *Bank Details.*

*Name of the bank. Account Number:*

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m) *Select the documents you use for your business?* *Invoice Receipt. ☐Quotations. ☐Goods received note. ☐Delivery Note.*

*Name*

*Date*

*Official stamp.*