

## **INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)**

### **EXPRESSION OF INTEREST FOR THE SUPPLY OF WORK, GOOD AND SERVICES**

#### **SECTOR: RESEARCH**

#### **REFERENCE ID: IITA/EO1/03\_24**

The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across Sub-Saharan Africa, IITA improves livelihoods, enhances food and nutrition security, increases employment, and preserves natural resource integrity. IITA is a member of CGIAR, a global agriculture research partnership for a food-secure future. Please visit <http://www.iita.org/> for more information on IITA.

#### **OBJECTIVE OF THE EXERCISE**

The objective of this exercise is, to attract competent organizations with the potential to create and deliver value to IITA in the exercise of the above mandates from the year 2024 and beyond.

IITA wishes to invite expressions of interest (EOI) from interested persons, small, medium and corporate businesses that are regulatory compliant, technically and financially eligible to participate in the prequalification and revalidation of existing registered suppliers exercise for the supply of goods works and services as listed below:

#### **CATEGORY A- GOODS**

##### **CODES DESCRIPTION**

IITA24 - A01 Supply and Delivery of General Office Stationery Items

IITA24 - A02 Supply and Delivery of Office Furniture, General Office Equipment and

## Furnishings

IITA24 -A03 Supply and Delivery of General Electronic and Electrical items

IITA24- A04 Supply of Energy (Diesel/Petrol/LPG) and Lubricant Oil Products

IITA24 - A05 Supply of Computer Accessories and Hardware

IITA24-A06 Supply of Telecommunication Devices (Landline, Mobile phones, etc.)

IITA24-A07 Supply of Pharmaceuticals and Medical sundries

IITA24-A08 Supply and Delivery of Scientific and Laboratory Chemicals

IITA24-A09 Supply of Scientific and Laboratory Equipment and Consumables

IITA24- A10 Supply of Agro-Allied Chemicals and Products (Herbicides, Fertilizers etc.)

IITA24-A11 Supply of Liquid wash

IITA24 -A12 Supply of Agricultural (Farm) Equipment

IITA24-A13 Supply of Kitchen Equipment

IITA24-A14 Supply of Tyres, Tubes and Batteries

IITA24-A15 Supply of Vehicle Spares and Service Parts

IITA24-A16 Supply of Safety wears

IITA24-A17 Supply of Building Materials (Rods, Planks, Steel etc) Accessories

IITA24-A18 Supply of Gym Equipment and Accessories

IITA24-A19 Water Engineering /Treatment (Water treatment chemicals and consumables)

IITA24-A20 General Supplies and Miscellaneous

## **CATEGORY B - SERVICES**

### **CODES DESCRIPTION**

IITA24 - B01 Provision of Designs, Printing and Promotional Materials Services

IITA24 - B02 Provision of Photocopier/Fax Machines Repairs and Maintenance Services

IITA24- B03 Provision of Event Management and Outdoor Catering services

IITA24- B04 Provision of Fumigation, Pest Control and Sanitary Services.

IITA24-B05 Provision of Waste Management and Disposal Services

IITA24-B06 Provision of Accommodation and Conference Facilities Services

IITA24-B07 Provision of Borehole Drilling and Irrigation Services

IITA24-B08 Provision of Dam Dredging Services

IITA24-B09 Provision of Corporate Work Wear (uniforms, sewing and general purpose clothing)

IITA24-B10 Provision of Repair and Servicing of Fuel Pumps

## **CATEGORY C - WORKS**

### **CODES DESCRIPTION**

IITA24-C01 Provision of Building and Construction Works

IITA24- C02 Provision of Plumbing and Carpentry Works

IITA24- C03 Provision of Fixture and Fitting Works

IITA24- C04 Provisions for Electrical Works

IITA24- C05 Fabricators of Agricultural Farm Equipment and related services

## **TERMS AND CONDITIONS FOR PRE-QUALIFICATION**

Companies/persons with interest in participating in the exercise are requested to submit their Expression of Interest (EOI) with the following;

### **(1) MANDATORY REQUIREMENTS**

(a) Company Profile to include company name, Postal and physical location addresses, Phone number and email addresses, Name and title of contact person.

(b) Company background and profile of the Board of Directors.

(c) Verifiable evidence of experience and reputation in the supply of relevant products and services with of previous supplies, works and services than five (5) years)

(d) Certificate of Incorporation or Registration

(e) Proof of registration with Original Equipments Manufacturer (OEM) or Professional Regulatory Bodies where applicable

(f) Letter of Creditworthiness indicating eligible amount from a bank or another reputable/accredited credit firm

(g) Audited Financial statement for the last three years (2021, 2022, and 2023)

(h) VAT Registration certificate, where applicable

(i) Valid Income Tax Clearance certificate for the last three years (2021, 2022, and 2023)

(j) Minimum of Three (3) Reputable Organizations as Referees

## **(2) PREFERRED CREDIT LIMIT TO THE INSTITUTE IN TERMS OF VALUE**

Please signify your credit limit to the Institute in terms of monetary value.

Vendors must provide a credit limit of their choice and make; formal statement in their application on a separate page.

## **METHOD OF SUBMISSION OF APPLICATION**

All expression of interest are to be submitted online via

<https://www.iita.org/suppliers-registration/>

Please note that the above submission method is for potential vendors for fresh applications and existing vendors for revalidation.

**DEADLINE FOR SUBMISSION: Friday, 19 April 2024 (4:30pm)**

This Request for Expression of Interest (EOI) does not constitute a solicitation, therefore IITA reserves the right to and/or cancel the requirements at any time during EOI and/or solicitation process. Your response to this EOI does not automatically guarantee that such a firm will be considered for receipt of the solicitation when issued. Only vendors deemed qualified upon completion of an objective evaluation of their submission of EOI will received acknowledgement of being included in the supplier database of the Institute.