

mothers2mothers (m2m) is an African Primary Health Care organization that employs women living with HIV as community health workers across 10 African nations. These “Mentor Mothers” deliver integrated health services at clinics and in communities to ensure everyone, everywhere, has access to the services they need to be healthy and stay in care. Over the next five years, this proven, peer-led model is being scaled up to double down on ending HIV, as well as to tackle new health challenges and reach more people - all with the aim of building a fairer, healthier future. The employment of local women as community health workers means that we are delivering a model that prioritizes healthcare for families who need it most, delivered by women who know them best.

Since its creation in 2001, m2m has created jobs for nearly 12,000 women living with HIV in sub-Saharan Africa and, together, they have reached over 15M people with critical health services and education. In 2021, m2m reached over 1.6M people across 10 African nations, including 402,616 adolescents (ages 10-19) - 51% more than the year before. m2m also advanced the Global Goals of ending HIV/AIDS by 2030 - by achieving virtual elimination of mother-to-child transmission of HIV among its enrolled clients for the eighth consecutive year, and meeting all of the ambitious UNAIDS Fast-Track Targets among its clients four years ahead of the 2026 target date.

Title: Request for Tender for the Provision of Goods & Services

Location: Abuja (FCT)

Employment Type: Contract

Goods / Services / Work Category

REF. NO	DESCRIPTION OF GOODS/SERVICES/WORK
EOIm2m01	Design, Printing and Branding(E.g., manuals, banners, posters, vouchers, reports, stickers, t-shirts, flags etc.
EOIm2m02	Office Furniture(E.g., tables, chairs, cabinets, workstations, bookshelves etc.)
EOIm2m03	IT Equipment and Consumables(E.g., computers, printers, photocopiers, projectors, toners and cartridges, UPS, scanners etc.)
EOIm2m04	Vehicle Repairs and Maintenance(E.g., Supply of tyres, battery, tow ropes, fire extinguishers, jumpstart cables, triangular signs etc.

EOIm2m05 Generator supply / Repair / Maintenance - supply, repair, and maintenance
EOIm2m06 Hotel Services(Accommodation for trainings, workshops & seminars etc.)
EOIm2m07 Office and Household Equipment (Refrigerator, TV, Water Dispenser, Inverter system, Inverter Battery, Solar equipment etc.)
EOIm2m08 Petroleum Products(AGO and PMS)
EOIm2m09 Print Media Advertising(Newspaper, content creation and publishing, etc.)
EOIm2m10 Registered Agent for Vehicle Registration and Renewal of Vehicle Particulars
EOIm2m11 Insurance (Property, Vehicle, Asset(Laptops), Fidelity, and Good-in-transit)
EOIm2m12 Car and Boat Hire Services(Salon car, minivan, jeep, pickup truck, space bus, speedboat, canoe etc.)
EOIm2m13 Courier / Bulk cargo / Haulages Services
EOIm2m23 Security Services Company(Provision of Man-Guards)

EOIm2m14 Supply Installation and Maintenance of Air-conditioners and related Accessories/parts
EOIm2m15 Travel Agency (Airline booking and Ticketing and protocol services
EOIm2m16 Catering services and Food Vendors (for group lunch, tea, snacks, and refreshment etc.
EOIm2m17 Facility Maintenance Company (Plumping, electrical and structural repairs etc.
EOIm2m18 Partitioning, structural Installations and interior work / Decorations
EOIm2m19 Supply of Office Stationery (Printing papers, biros, flipchart, folders, markers, arch level files, staplers, perforators etc.)
EOIm2m20 Supply of Cleaning Materials / Consumables (Dettol, detergents, toiletry, disinfectant, bottled water, dispense water etc.
EOIm2m21 Supply, Installation and Maintenance of Fire Extinguishers and related accessories/parts
EOIm2m22 Consultancy - Legal Services (Employment Law)

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 C07 and FORM C02)

- Latest Tax Clearance Certificate / TIN Certificate.
- Evidence of possession of experience in the line of business you are applying for. (Where Applicable)
- Prospecting Suppliers must provide at least three (3) copies of completed Job Orders / Reference Letters / Proof of Deliveries (Delivery Notes or Job Completion Notification) in areas of business endeavor from at least three (3) 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.

Application Closing Date

Friday; 4th November, 2023 (5:00pm).

Method of Application

Interested and qualified bidders should address and submit their Expression of Interest (EOI) to **“The Country Office: 502, Dalaba Street, Novare Central Office, Wuse Zone 5, FCT Abuja via: tendersng@m2m.org using “EOIm2m01 - DESIGN AND PRINTING”** as the subject of the mail.

Submission Procedure and Instructions

- Hard copy submissions are not allowed.
- Intending vendors MUST not apply for more than three lots or such vendor will be disqualified.

Additional Information:

- m2m is Value Added Tax (VAT) exempted but deducts Withholding Tax (WHT) in compliance with relevant Nigeria Tax Laws.
- For clarification on any aspect of this expression of interest advertisement, please send an email to: tendersng@m2m.org quoting “Expression of Interest / Vendor Registration” as the subject of the email. Kindly quote the reference number for specific details about

goods / services / work category(s).

- As part of the pre-qualification process, m2m may visit the location(s) of prospecting suppliers or service providers to assess their physical presence, capacity, and capability.
- Only successful pre-qualified suppliers would be invited to participate in m2m's routine Request for Quotation (RFQ) or Request for Proposals (RFP) for the next one (1) year.
- You are expected to limit yourself to where you have experience, required documentations and operational presence.
- Any unsolicited attempt to influence m2m's internal selection process in favour of any company(s) will result in immediate disqualification.
- A company cannot express interest in more than three (3) categories and must be guided by the following: (a) must have operational presence for each category, (b) must actively operate the business.
- m2m will ensure information that is received from companies and individuals is treated with the utmost confidentiality and shall be for the sole use of the organization.
- The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership, or holdings it may have.
- Failure to submit any of the mandatory requirements for each category will lead to automatic disqualification from the exercise.
- Potential suppliers / contractors will be pre-qualified on the satisfactory information given.

Disclaimer:

- This call for Expression of Interest (EOI) does not amount to a commitment on the part of m2m and nothing in this EOI shall be construed as a form of binding legal contract.
- m2m reserves the right to accept or reject any or all the submissions without any obligation to inform the affected applicants the ground for the acceptance or rejection.
- The potential subsequent procurement will be governed by m2m's Procurement Policy and Procedures.