

NORWEGIAN REFUGEE COUNCIL (NRC)

EXPRESSION OF INTEREST (EOI) FOR THE PROVISION OF VARIOUS GOODS AND SERVICES TO NRC IN ADAMAWA STATE

The Norwegian Refugee Council (NRC) is an Independent, humanitarian, non-profit, non-governmental organization that provides assistance, protection, and durable solutions to refugees and internally displaced persons worldwide. NRC has been working in Nigeria since 2015. NRC delivers humanitarian aid through six program areas, or core competencies - Shelter, Food Security and Livelihoods, Water, Sanitation and Hygiene (WASH), Education, Protection from Violence (PfV) and Information Counselling and Legal Aid (ICLA).

The Norwegian Refugee Council (NRC) invites eligible Companies / Service Providers to submit their applications for EOI for the provision of the following goods or services:

Reference Number	Type of Goods/Services required
NRC/SAO/2023/001	Supply of Construction Materials
NRC/SAO/2023/002	Supply of Non-Food Items (NFIs)
NRC/SAO/2023/003	Supply of Livestock
NRC/SAO/2023/004	Supply of Agricultural Tools and Inputs
NRC/SAO/2023/005	Supply of Office Supplies
NRC/SAO/2023/006	Supply of Bottled Drinking water /Refill of Dispenser Water
NRC/SAO/2023/007	Supply of Genuine Printer Toners and Cartridges.
NRC/SAO/2023/008	Supply of Diesel for Office Generators
NRC/SAO/2023/009	Supply of Cleaning materials, toiletries, aid cleaning solutions
NRC/SAO/2023/010	Supply of General Office Supplies
NRC/SAO/2023/011	Supply of IT Equipment
NRC/SAO/2023/012	Supply of Fire Safety Equipment and Services (Fire Extinguishers, Fire Alarm, Safety Signage, Servicing of fire
NRC/SAO/2023/013	Provision of Vehicle Rental Services: SUV, Pick Up, Vehicles for Movement of Personnel.
NRC/SAO/2023/014	Construction and Rehabilitation Services Borehole Drilling Latrine Construction

NRC/SAO/2023/015	Design, Printing & Delivery of Promotional, Communication & Corporate Branded Material (T-Shirts, Brochures, Lit Signage, Newsletters, Banners, Calendars, Plaques, Diaries, Ceremonial Booklets and Business Cards.
NRC/SAO/2023/016	Provision of Office Maintenance Service – Carpentry Works.
NRC/SAO/2023/017	Provision of Office Maintenance Service – Plumbing Works.
NRC/SAO/2023/918	Provision of Office Maintenance Service – Electrical Works
NRC/SAO/2023/019	Provision of Fumigation and pest control Services.
NRC/SAO/2023/020	Provision of Generator Maintenance Services.

EOI Requirements:

- (1) Cover letter in Company's letterhead.
- (2) Company Profile (Including the names of owners, key officers, technical personnel)
- (3) Certified true copy of Certificate of Business Registration/ Incorporation.
- (4) Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any.
- (5) Tax Registration Certificate.
- (6) Tax Compliance: Evidence of Tax payment for the last three (3) years (2021 to 2023).
- (7) List of all contracts awarded in the last 3 years (completed and/or on-going).
- (8) Certificates from the Principals where applicable (e.g., Manufacturer's Authorization, Certificate of Exclusive Distributorship, Any certificate for the purpose, Indicating name, complete address and contact details).

Application Closing Date: 15 November, 2023.

Submission of Documents

The Application must be submitted to ng.procurement@nrc.no

Evaluation Process:

Submissions will be evaluated based on the eligibility criteria outlined above. For further discussions and potential inclusion in our vendor databases, shortlisted vendors will be contacted.

Note:

- All the envelopes shall be labelled with the Reference number, Type of services/goods provided, submission address, and Name of the Company/Service Provider.
- If a vendor is interested to participate in more than one category (see below list), they should submit separate sets of documents for each category of interest: Reference Number, Category applied for, Bidder's Name:
 - o Example:
 - o NRC/SAO/2023/001 (Reference Number)
 - o Supply of Construction Materials (Category name)
 - o The Rock Hardware Ltd (Bidder's Name)
- Applications may be modified or withdrawn in writing, prior to the closing time specified In this Request for Expression of Interest Applications shall not be modified or withdrawn after the deadline.
- The Company/Service Provider shall bear all costs associated with the preparation and submission of the Application and NRC will not in any case be responsible and liable for the costs incurred.
- All information given in writing to or verbally shared with the Company/Service

Provider in connection with this Request for EOI is to be treated as strictly confidential. The Company/Service Provider shall not share or invoke such information to any third party without the prior written approval of NRC. This obligation shall continue after the procurement process has been completed whether or not the Company/Service Provider is successful.

- NRC reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Companies/Service Providers or any obligation to inform the affected Companies/Service Providers of the ground for NRC's action.