

## Call for Vendor Registration

Nuru Nigeria wishes to obtain Profiles from established companies and organizations willing to conduct business with in respect of supplying a variety of goods and services. Companies and organizations are requested to submit relevant documents clearly indicating the types of goods and services they wish to be registered to render. Companies that have already submitted and have done business with Nuru Nigeria, need also to resubmit for the purpose of business continuity.

### 1. **Goods:**

- Agro-Allied Products (Seeds, Fertilizers and Seed Treatment Chemicals **certified companies only**)
- Motor vehicles and motorcycles
- Information Technology equipment
- Office furniture, fittings and equipment
- Office stationery and general supplies
- Communications equipment
- Educational Equipment's
- Gifts and promotional items
- Consumables
- Security and Safety Equipment's
- Non-Food Items (NFI)
- Refreshments, etc.

### 2. **Services:**

- Audit & Assurance Services
- Strategic Planning/Consultancy
- Insurance Services
- Financial Service Provider (FSP)
- HR Consultancy
- IT Software Solutions
- Internet Service Provider
- Translation Services (Languages)
- Car rental services

- Third Party Logistic services (Cargo clearance etc.)
- Supply of Air tickets, Transportation services and Accommodation
- Supply of decorations and corporate gifts
- Alarm services and Monitoring
- Cleaning/waste management service
- Equipment repair Services
- Building Renovation Services
- Plumbing Services
- Carpentry Services
- Advertising service Provider
- Design, Printing and publication services
- Parcel collection and delivery services
- Provision of short-term training courses, symposiums and workshops
- Interpretation Equipment Hire Services
- Workshop Facilitation Services
- Catering Services

Please note that the above list is not exhaustive. Rather, it represents those goods and services which we are likely to require.

Interested Suppliers **must** complete and submit the Supplier's Registration Form, Code of conduct and General terms and condition of contract attached herewith the notice.

### **Mandatory Documents**

**The documents outlined below are mandatory in order to be eligible to participate:**

- Supplier Registration Form
- Signed Copy of Nuru Nigeria "Code of Conduct for Vendors"
- Certificate of incorporation/Registration
- Valid trading registration reflecting specific trade/business,
- Valid Tax/VAT Certificates (**updated**) etc.
- EFCC SCUML certificate or proof of request.
- Company profile (including list of key personnel, qualification, and experiences, locations

(main office, branches and/or outlets)

- At least three (3) business references with an NGO.
- Copy of financial statement for most recent 3 years (main pages of Balance Sheet, Income statement, & Cash Flow statement only ignoring notes). Audited statements preferred if available. **[N.B: Small Scale Enterprises/SMEs can submit two months' bank statements]**

**Nuru Nigeria shall have the right to:**

- Ask for clarifications from the potential supplier(s) on any matter for which the Nuru Nigeria requires clarification, and
- Reject company profiles which do not adhere to the above

## **Method of Application**

### **Download Vendor Registration Form**

All registration must be submitted **on or before November 03, 2023 at 5:00PM** at the address mentioned below in a sealed envelope.

Address: **NURU Nigeria Office, Plot K46 Karewa GRA, Jimeta-Yola, Adamawa State**

OR

Be sent electronically

to [procurement@nurunigeria.org](mailto:procurement@nurunigeria.org) Cc: [keren.esemonu@nurunigeria.org](mailto:keren.esemonu@nurunigeria.org) with the title **“Expression of Interest: Vendor Registration 2023”** in the subject line.