

RE : Call For Proposals: Vehicle Servicing and Maintenance

Oxfam has worked to address poverty and inequality in Nigeria since the 1960s. Under the last country strategy, 12 projects were implemented in 11 states, working with over 40 local implementing partners.

Work focused on building sustainable livelihoods for the poor, transforming attitudes about women's rights and roles, increasing active citizenship and the accountability of the public and private sectors, and saving lives.

Oxfam Nigeria is transitioning into an influencing country program with the first phase of this journey spanning 2021 – 2026 during which the influencing portfolio will be progressively increasing, and the program portfolio will be progressively decreasing.

Scope

The scope of this Terms of Reference (ToR) includes.

1. Conducting routine preventive maintenance for all vehicles in Oxfam in Nigeria's fleet.
2. Diagnose and repair mechanical, electrical, and other issues as they arise.
3. Perform regular checks on essential components such as brakes, tires, engines, and fluids.
4. Ensure compliance with environmental and safety standards.
5. Provide detailed reports on the condition of each serviced vehicle and recommendations for any necessary repairs or replacements.

Objective

The primary objectives of this vehicle servicing engagement are:

1. Maintain the fleet's overall health and performance.
2. Identify and address any existing or potential mechanical issues.

3. Enhance safety measures through thorough inspection and maintenance. For TOR click [**HERE**](#)

Submission Requirements

Prospective candidates are encouraged to submit their proposals, encompassing a company overview with a focus on experience in fleet servicing, a comprehensive breakdown of the services provided, associated costs, and references from previous clients. Questions and clarifications can also be directed to Ebenezer

Akinrinade [**ebenezer.akinrinade@oxfam.org**](mailto:ebenezer.akinrinade@oxfam.org) before **March 13, 2024**. Submissions should be sent to [**NGA.Bid@oxfam.org**](mailto:NGA.Bid@oxfam.org) Using the subject of the proposal **on or before March 20, 2024, 05:00 PM**.

Please note that OXFAM will deduct and remit to the Federal Inland Revenue Service (FIRS) a 5% withholding Tax for freelancers or 10% for firms from the total consultancy fees under the Nigerian Tax Law.

Equal Opportunity

OXFAM is an equal opportunity employer and does not discriminate based on race, colour, religion, gender, disability, etc. Qualified women and PWDs are strongly encouraged to apply.