

Pact West Africa Limited by Guarantee is currently seeking proposals and quotation from qualified and reputable Travel Agents for the provision of the following services to the Nigeria Country office (C0) in Abuja (FCT) and Nasarawa.

The Proposed engagement is expected to cover 1 year starting October 2023 ending September 2024

SECTION B: SERVICES CATEGORY

CODE	SERVICE AREA
P007	All forms of traveling
	National Air ticket booking
	International Air ticket booking
	Visa Processing services

ADDITIONAL INFORMATION

1. Pact is Value Added Tax (VAT) exempted but deducts withholding tax (WHT) in compliance with relevant Nigeria Tax Laws.
2. For clarification on any aspect of this expression of interest advertisement, please send an email to: pactngfinance@pactworld.org quoting **"CALL FOR SUPPLIERS REGISTRATION VIA EXPRESSION OF INTEREST, Pact"** as the subject of the email. Kindly quote the reference number for specific details about goods/services /work category(s).
3. As part of the prequalification process, Pact may visit the location(s) of prospecting suppliers to assess their physical presence, capacity, and capability.

SECTION C.: SUBMISSION PROCEDURE AND INSTRUCTIONS

A company can express interest in the two categories. Hard copies of the EOIs documents with quotations should be bound together, guided by the following: (a) must have an operational presence for each category in Abuja -FCT and/or Nasarawa (b) sealed in an envelope and marked on the top right side with category reference. Example "P003 Health Insurance Policy". All categories with full documentation and requirement that will make it

eligible. The EOI submission must be addressed and submitted to:

**Finance and Operations Manager, Pact West Africa Ltd/Gte
8, Abdullahi Ibrahim Street, Utako, Abuja**

SECTION D: ELIGIBILITY AND SELECTION CRITERIA

The minimum eligibility requirement and selection criteria are as follows:

- Cover Page (indicating category(s) of interest and related CODE Number(s):
- Company Profile: registered address(s), official/functional emails, telephone numbers and point of contact for the company.
- Evidence of legal registration of the company (CAC registration certificate, FORM CO7 and FORM CO2).
- Latest Tax Clearance Certificate for the past three years,
- Evidence of Financial Capability (Latest Audited Accounts).
- Evidence of Insurance Covers for Car Hire Services Only
- Evidence of Registration with relevant professional or Regulatory Bodies, Manufacturers and/or Certificate of Authorized Dealership and Distributorship with Makes, Brands, Equipment, Machine and/or accessories as it relates to field of business endeavor.
- Evidence of possession of experience in the line of business you are applying for. Prospective Suppliers must provide at least three (3-5) copies of completed Job Orders and Proof of Deliveries (Delivery Notes or Job Completion Notification) in areas of business selected.
- Where possible, provide reference letters from at least two (2) reputable organizations, preferably NGOs, attesting to an 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 documentation that could aid your expression of interest.

SECTION E: DEADLINE FOR RECEIPT OF EXPRESSION DOCUMENT

All expressions of interest document must be delivered **on or before 5:00pm local time on October 25, 2023.**

DISCLAIMER

This call for Expression of Interest (EOI) does not in any way amount to a commitment on the part of the Pact, nothing in this EOI shall be construed as a form of principal and agent relationship or binding legal contract. Pact reserves the right to accept or reject any or all the submissions without any obligation to inform the affected applicants of the grounds for acceptance or rejection. The potential subsequent procurement will be guided by the IHP Procurement Policy and Procedures. This expression of interest advertisement is provided at no cost to all prospecting suppliers.