

## **RHEMA CARE INTERNATIONAL DEVELOPMENT CENTRE**

### **CALL FOR VENDOR ENGAGEMENT AT RHEMA CARE**

#### **WHO WE ARE**

Rhema Care Integrated Development Centre is a faith-based, pro-poor, not-for-profit non-governmental development organization committed to the vision of an equitable society with socially transformed, economically empowered, and environmentally sustainable communities in Africa where everyone has the opportunity to experience care, peace, dignity, and good quality of life. Rhema care is committed to a 3-fold mandate of empowering the poor and vulnerable to exercise their basic human rights and maximise their potential for sustainable livelihood; creating the necessary enabling environment for minimizing the vulnerability of the poor and improving their quality of life; and building partnerships with others who share in our vision.

In accordance with our procurement policy, Rhema Care is calling for Expression of Interest (EOI) from qualified, Interested and duly established Vendors, Suppliers or Service Providers nationwide to participate in the 2024 pre-qualification of suppliers' exercise in any of the goods, services or work area listed below.

#### **(A) GOODS/SERVICES/WORK CATEGORY**

<b>REF. NO</b>	<b>DESCRIPTION OF GOODS/SERVICES/WORK</b>
EOI/RHEMA/2024/01	Construction/Renovation of building (Hospital, School, Community town hall etc)
EOI/RHEMA/2024/02	Supply of Construction/Building Materials (Timber, Sand, Gravel, Cement, Rods, Nails etc)
EOI/RHEMA/2024/03	Design, Printing and Branding (Banners, Manuals, Posters, Vouchers, Stickers, T-shirts, Fliers, Signage/billboards etc.)
EOI/RHEMA/2024/04	Office Furniture (Tables, Chairs, Cabinets, Work stations, bookshelves etc.
EOI/RHEMA/2024/05	IT Equipment and Consumables (Computers, Printers, Photocopiers, Projector, Tonners and Cartridges, UPS, Scanners etc.

EOI/RHEMA/2024/06	IT Service Provider and Networking (Internet Access, Call cards, WLAN cabling, Web design, Software services, PABX desk phone setup etc)
EOI/RHEMA/2024/07	Vehicle repairs and Maintenance (Supply of tyres, battery, tow ropes, fire extinguishers, jumpstart cables, triangular signs etc)
EOI/RHEMA/2024/08	Generator supply/Repair/Maintenance (supply, repair and maintenance)
EOI/RHEMA/2024/09	Hotel Services (Accommodation for training, workshops, Seminars etc)
EOI/RHEMA/2024/10	Office and Household Equipment (Refrigerator, TV, Water Dispenser, Inverter system, Inverter Battery, Solar equipment etc)
EOI/RHEMA/2024/11	Print Media Advertising (Newspaper, Content creation and publishing etc)
EOI/RHEMA/2024/12	Insurance Brokerage (Personnel, Property, Vehicle, Asset)
EOI/RHEMA/2024/13	Car and Boat Hire Services (Salon Car, Minivan, Jeep, Pickup truck, Space Bus, Speedboat, etc)
EOI/RHEMA/2024/14	Security Services Company (Provision of Guards)
EOI/RHEMA/2024/15	Supply Installation and Maintenance of Air-conditioners and related Accessories/parts
EOI/RHEMA/2024/16	Travel Agency (Airline booking and Ticketing and protocol services)
EOI/RHEMA/2024/17	Catering Services and Food Vendors (for group lunch, tea, snacks and refreshments etc)
EOI/RHEMA/2024/18	Facility Maintenance Company (Plumping, Electrical and Structural repairs etc)
EOI/RHEMA/2024/19	Supply of Office Stationery (Printing papers, biros, flipcharts folders, markers, arch files, staplers, perforators, envelopes etc)
EOI/RHEMA/2024/20	Supply of Cleaning Materials/Consumables (Detergents, toiletries, disinfectant, Air fresher, bottled water, dispense water etc)
EOI/RHEMA/2024/21	Supply, Installation and Maintenance of Fire Extinguishers and related accessories/parts
EOI/RHEMA/2024/22	Consultancy- Janitorial and Facility Maintenance
EOI/RHEMA/2024/23	Consultancy- Audit and Taxation Services
EOI/RHEMA/2024/24	Consultancy - Training and Capacity Building
EOI/RHEMA/2024/25	Consultancy- Communication Services/Management

EOI/RHEMA/2024/26 Consultancy - Professional Service (Architectural, structural, mechanical and electrical)

## **(B) SUBMISSION PROCEDURE AND INSTRUCTIONS:**

You are expected to submit electronic copies of Expression of Interest (EOI) to [procurement.rhemacare.org](https://procurement.rhemacare.org). The EOI documents should be in a PDF Format and attached to an email with the category reference number and category description used as the subject for example **"EOI/RHEMA/01- CONSTRUCTION / RENOVATION OF BUILDINGS"**

**NOTE: Intending vendors MUST not apply for more than three lots or such vendors will be disqualified.**

## **(C) ELIGIBILITY AND SELECTION CRITERIA:**

The minimum eligibility requirements and selection criteria are as follows

- (a) Cover page (indicating category(s) of interest and related Reference Number(s))
- (b) Company profile; registered address(s), official/functional emails, telephone numbers and point of contact for the company. Your registered addresses will be used to determine locations where a vendor can be engaged to deliver services for Rhema Care depending on the nature of the business.
- (c) Evidence of legal registration document of the company (CAC Registration Certificate, FORM CO& and FORM CO2)
- (d) Latest Tax Clearance Certificate/TIN Certificate (2022).
- (e) Evidence of possession of experience in the line of business you are applying for (where applicable)
- (f) 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 endeavour 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 letter or lists must have relevant addresses, contact persons, telephone numbers and emails) for due diligence confirmation.

(g) Any other relevant supporting documentation that could aid your Expression of Interest (EOI).

#### **(D) ADDITIONAL INFORMATION**

(a) RHEMA CARE is Value Added Tax (VAT) exempted but deducts Withholding Tax (WHT) in compliance with relevant Nigeria Tax Laws.

(b) A company cannot express interest in more than three (3) categories and must be guided by the following: (a) must have an operational presence for each category, (b) must actively operate the business.

(c) For clarification on any aspect of this expression of interest advertisement, please send an email to [procurement@rhemacare.org](mailto:procurement@rhemacare.org) quoting "2024 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).

(d) As part of the Pre-qualification process, RHEMA CARE may visit the location(s) of prospecting suppliers or Service Providers to assess their physical presence, capacity and capability.

(e) Only successful pre-qualified suppliers would be invited to participate in RHEMA CARE routine Request for Quotation (RFQ) or Request for Proposals (RFP) for the next one (1) year

(f) You are expected to limit yourself to where you have experience, required documentation and operational presence.

(g) Any unsolicited attempt to influence RHEMA CARE Internal selection process in favour

of any company(s) will result in immediate disqualification.

(h) Rhema Care will ensure the information that is received from companies and individuals is treated with the utmost confidentiality and shall be for the sole use of the organization.

(i) Failure to submit any of the mandatory requirements for each category will lead to automatic disqualification on the satisfactory information given.

#### **(E) DEADLINE FOR RECEIPT OF EXPRESSION DOCUMENT**

All expression of Interest documents must be submitted or delivered on or before **Thursday, February 29, 2024, by 5.00 pm.**

#### **DISCLAIMER**

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