

Smiling Hearts initiatives international is a humanitarian non-governmental, non profit organization founded in Nigeria, Borno state Maiduguri and has been in operation since 2016 as Zumunchi Hearts Initiatives International before its official registration with CAC on 10th October 2018

Smiling Hearts Initiatives International work with the aim of saving and improving people lives, in Nigeria and the world at large, in response to Humanitarian needs and challenges, in the Northeast of Nigeria focusing in the sector of Education, Protection, WASH, CCCM, Livelihood, Health, Shelter, Psycho-social support, NFI, Food security/GFD in the area of operations

We are currently engaging new vendors to be pre-qualified on suppliers data base providing the following goods/services/works. Interested eligible vendors are invited to apply for the pre-qualification, indicating the category of goods, works or service they wish to apply for. vendors intending to apply for more than one category should clearly state this in their application of vendor pre-qualification document.

- Lot1: Vehicle rental/ car hire
- Lot2: Supply of IEC Materials
- Lot3: Supply of Food item
- Lot 4: Supply of Food items
- Lot 5: Hotels and Accommodation Services
- Lots 6: Catering, Hall, Conference Services
- Lot 7: Recharge Card, Telecom, GSM and Internet Services
- Lot 8: Supply of Fuel (Petrol, Diesel, Engine oil)
- Lot 9: Office furniture (Desks, office chairs, filing cabinet, safe box etc.)
- Lot 10: Supply Computer Accessories/Gadgets Computers/Laptop Printers Computer accessories (Batteries, Mouse, Power adaptor, Keyboard, etc.)
- Lot 11: Office consumables (Flip chart, plain sheets, Pen, stapler, Maker, extension box ets)
- Lot 12: Supply/Production of Visibility (T-shirts, Banners, Stickers, Hijabs, Jackets, Caps, ID Straps, etc.)
- Lot 13: Provision of Generator Mechanic maintenance services
- Lot 14: General office maintenance and others

- Lot 15: General Supplies.
- Lot 16: Media and Publicity.
- Lot 17: Construction works (Borehole drilling/rehabilitation, Safe Space Construction/renovation Latrines Constructions/rehabilitations, Drainages etc

Eligibility and Selection Criteria

The minimum eligibility requirements and selection criteria are as follows:

- Company Profile: registered address(s), official/functional emails, telephone numbers and point of contact for the company.
- Evidence of legal registration document of the company (CAC registration certificate)
- Evidence of Tax remittance, latest Tax Clearance Certificate / TIN Certificate.
- Evidence of possession of experience in the line of business you are applying for. (Where Applicable)
- Prospecting Suppliers must provide at least three (3) copies of completed Job Orders / Reference Letters / Proof of Deliveries (Purchase order or Job Completion Notification) in areas of business endeavor 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 letters or lists must have relevant addresses, contact persons, telephone numbers and emails) for due diligence confirmation.
- An ID copy of the company legal representative; preferably an International Passport, Voter's card, National ID, or Driver's license.
- A registration document/certification/quality certificate from the relevant government agency, copy of registration at the relevant Chamber of Commerce.
- SCUMUL Certificates.
- Any other relevant supporting document that could aid your EOI.
- Any EFCC clarification and verification is an added advantage.

NOTE: EXISTING PRE-QUALIFIED VENDORS MUST REAPPLY FOR ANY LOT(S). ENSURE THAT WHAT YOU ARE APPLYING IS WHAT YOUR COMPANY REGISTERED FOR, ELSE YOUR APPLICATION WILL NOT BE CONSIDERED EXPRESSION OF INTEREST ON COMPANY LETTERHEAD MUST BE INCLUDED AS PART OF THE APPLICATION

Method of Application

Interested suppliers should submit the required documents in a sealed envelope indicating the lot(s) under which you want to be prequalified. Envelopes must be clearly marked “Application for Vendor Pre-qualification” Stating the Lots you are applying. **Smiling Hearts Initiative International (SHI), House 2 Block 2 Former House of Assembly Quarter, Maiduguri, Borno State.**

Submission Procedure and Instructions

- Soft copy submissions are not allowed.
- Intending vendors MUST not apply for more than Two (2) lots or such vendors will be disqualified. Additional Information:
- As part of the pre-qualification process, SHI may visit the location(s) of prospecting suppliers or service providers to assess their physical presence, capacity, and capability.
- Only successful pre-qualified suppliers would be invited to participate in routine Request for Quotation (RFQ) or Request for Proposals (RFP) for the next one (1) year.
- You are expected to limit yourself to where you have experience, required documentation and operational presence.
- A company cannot express interest in more than Two (2) categories and must be guided by the following: (a) must have operational presence for each category, (b) must actively operate the business.
- SHI will ensure information received from companies and individuals is treated with the utmost confidentiality and shall be for the organization’s sole use.
- The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership, or holdings it may have.
- Failure to submit any of the mandatory requirements for each category will lead to automatic disqualification from the exercise.
- Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

Disclaimer: This call for Expression of Interest (EOI) does not amount to a commitment on the part of SHI and nothing in this EOI shall be construed as a form of binding legal contract. SHI reserves the right to accept or reject any or all the submissions without any obligation to inform the affected applicants the ground for the acceptance or rejection. The

potential subsequent procurement will be governed by SHI's Procurement Policy and Procedures. Potential vendors must fill in their details in the Pre-qualification register at the submission point before depositing their application.

Deadline not Specified