

TENDER NOTICE

Terre des hommes (Tdh), a humanitarian aid organization, informs you:

In order, to support the humanitarian activities in Nigeria, tenders under **sealed** envelopes are invited from eligible bidders who must be currently registered with the Cooperate Affairs Commission (CAC) with Updated Tax Clearance Certificate for Vehicle Rental Services.

Interested Bidders may obtain tender documents from Tdh's Office, in Maiduguri, Nigeria

Tenders must be sent before or not later than the **13th of December 2023 at 3.00pm**. Submitted tender documents shall be opened soon after the above stated closing date and time in the Tdh Office Maiduguri, Nigeria and in the presence of tenderers or their representatives who choose to attend. Late bids shall not be accepted or opened. **Tdh Logistics Manager**

TENDER FOR THE PROPOSED VEHICLE RENTAL SERVICES

Presentation of the project/mission and the organization:

Terre des hommes (Tdh), a humanitarian aid organization, is operative in 34 countries with a range of healthcare and child protection programs, both in development and emergency contexts.

Explain which are the targets of this tender:

In order, to support the humanitarian activities in Nigeria, tenders under sealed envelopes are invited from eligible bidders who must be currently registered with the Cooperate Affairs Commission (CAC) and Updated Tax Clearance Certificate for Vehicle Rental Services.

What are the standard for admission:

Interested bidders should note that only those who meet the criteria indicated below as a minimum supported by relevant documents at submission will be evaluated.

1. Proof of Registration with the Cooperate Affairs Commission (CAC)
2. Proof of Past Experience in working with INGO's.
3. Sound financial standing and adequate access to bank credit line.
4. Litigation history of the company (both court and arbitration cases)
5. Confidential business questionnaire.
6. Updated Tax Clearance Certificate.
7. Tax Identification Number Certificate (TIN)
8. Special Control Unit Against Money Laundering (SCUML) Certificate

The causes of non-responsive offers:

Tenders from the following tenderers shall be treated as **NON-RESPONSIVE** and therefore subject to automatic disqualification:

- a) A tender from a tenderer whose ongoing services is/are behind schedule and without any approved extension of time.
- b) A tender from a tenderer who has been served with a default notice on ongoing services or terminated in an INGO contract.
- c) A tender from a tenderer with ongoing Contracts exceeding four (4) in number, regardless of the total value of the outstanding services.

Specific Clauses and response process:

Tdh is allowed to attribute the overall Vehicle Rental Services to a single contractor or several, dividing the Services per lot, whichever is considered more efficient for Tdh.

Interested Bidders may obtain tender documents from **Tdh Office Maiduguri**.

Duly completed tender documents in plain sealed envelopes with the tender number clearly marked at the right hand corner and bearing **no indication of the identity of the tenderers** should be addressed to:-

Tdh Logistics Manager

and placed in the tender box located at the offices of **Tdh Maiduguri** before or not later than the **13th of December 2023 by 03.00pm**. Submitted tender documents shall be opened soon after the above stated closing date and time in the Tdh Office Maiduguri and in

the presence of tenderers or their representatives who choose to attend. Late bids shall not be accepted or opened.

Prices quoted must remain valid for a period of Three hundred and Sixty (360) days from the opening date of tenders. Tdh reserves the right to reject the tender of all the tenders without giving reasons for the rejection and does not bind itself to accept the lowest or any tender.

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