

The Zireenza Support Foundation (ZSF) is a National Non-Governmental Organization (Not for profit and non-socio-political organization). It was established on 08th August, 2017 by the General Meeting at Mubi North Local Government Area of Adamawa State, attended by many people and elite persons from different areas including Mubi and Michika Local Government. This National NGO was formed according to the willingness of the community people in a view to deal with the present socio-economic problems in different villages by means of good understanding and sharing the problems of each other and to find out the best way of solving the problems through free discussion and people participation in the decision making and get-together under an umbrella of ZSF Organization.

**Title: Expression of Interest (EOI) for the Supply of Wooden Suggestion Box**

**Location:** Mubi, Adamawa

**Background**

- ZSF since its establishment in 2017 has been implementing humanitarian and developmental interventions in Education, WASH, Protection, Food Security, Livelihood, Peace Building, Housing Land and Property (HLP), Shelter, Non-food Items (NFI).
- These interventions have directly targeted over 30,000 vulnerable Women, Men, Girls, and Boys including persons with disabilities.
- Determined to expand our interventions to reach more vulnerable groups in conflict-affected areas, ZSF is implementing humanitarian intervention in Nigeria with funding support from various donors.

**Application Closing Date**

12th December, 2023.

**Method of Application**

Interested and qualified suppliers shall send an email request for the vendor application form to be filled, attached and submitted together with the below listed documents via e-mail: [zsfrecruitmentportal2023@gmail.com](mailto:zsfrecruitmentportal2023@gmail.com)

- CAC certificate of registration

- Company profile
- Latest Tax Clearance
- At least 3 evidence of similar jobs with NGOs
- Prove of Business Ownership
- Clear physical shop/company address with email and phone number.

All submissions are to be made in a sealed envelope addressed to the Procurement Unit, while hard copy submissions are to be dropped at the ZSF office at:

**No 22, Adjacent to KasuwanJagol,  
Lokuwa Roundabout,  
Along ADSU Road, Mubi,  
Adamawa State, Nigeria.**

#### **Note**

- Qualified and eligible vendors are encouraged to apply
- Attached to this advert are the vendor registration form and supplier code of conduct kindly fill them out appropriately, duly sign, and stamp them to be submitted alongside the above-mentioned documents.
- A member of the screening committee will contact you if ZSF finds you suitable and eligible.
- Any application submitted later than the closing date will not be considered.
- Feel free to contact us at [zsfrecruitmentportal2023@gmail.com](mailto:zsfrecruitmentportal2023@gmail.com) or 08133656585 for Questions and any other concerns.