

The Zireenza Support Foundation – (ZSF) is a National Non-Governmental Organization (Not for profit and non-socio-political organization). It has been 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.

We invite applications for:

**Title: Expression of Interest (EOI) for the Supply of Learning Materials, Teaching Materials for Formal School Teachers and TLS Learning Materials**

**Location:** Mubi Adamawa,  
**Employment Type:** Contract

**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, and 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.

**We shall be needing services in the following areas**

Learning materials:

S/N Items	Description of items	Remark
1 School Bag	Branded Back Pack (UCF Standard)	

2	Exercise Books	Branded 60 leaves Exercise Books
3	Drawing Books	15 leaves of ledger size normal cover drawing book
4	Sharpener	2.5*1.7*1.1 cm
5	Pencils	HB pencil 7.36 inch
6	Erasers	150 mm
7	Crayon	set of colored crayon
8	Ruler	30 cm long (plastic transparent)
9	School Uniform	
11	School Sandals	Black or brown color leather sandal

#### Teaching Materials for Formal School Teachers:

1	Markers	11.4cm white board marker pack	Remark
2	White chalk board	90*120 cm Aluminum frame	
3	Record of work book	Continuous assessment record book- regular type	
5	Cardboard paper	Roll of cardboard paper of different colors	
6	Paper Masking tape	24*55mm	
7	Box of chalk	4-6mm round (70 piece) or more	
8	Pen-Blue	Bic original ball pen	
9	Pen-Red	Bic original ball pen	
10	Register	School register Blue cover- regular type	
11	Exercise books 80 Leaves	Lesson planning book	
12	Wall clock	12 inch	
13	One-meter ruler (wooden)	1 mm long	
14	Cup	Small size plastic cup with handle	
15	Water drub	25 Liter bucket with cover and tap	
16	2 meters by 3 meters mats.	2m*3m ( not too bright colors)	
17	Duster	For wiping black board	
18	Scissors	Medium size with plastic handle	
19	Teacher carrier bag	‘Ghana must go’ bag for packing teachers materials	

#### TLS Learning Materials:

S/N Items	Description of items	Remark
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1	School Bag	Branded Back Pack (UCF Standard)
2	Exercise Books	Branded 60 leaves Exercise Books
3	Drawing Books	15 leaves of ledger size normal cover drawing book
4	Sharpener	2.5*1.7*1.1 cm
5	Pencils	HB pencil 7.36 inch
6	Erasers	150 mm
7	Crayon	set of colored crayon
8	Ruler	30 cm long (plastic transparent)
9	Water Bottle	Plastic water bottle

### **Application Closing Date**

27th February, 2024.

### **Method of Application**

Interested and qualified vendors shall send an email request for the vendor application form to be filled, attached and submitted together with the Application documents

to: [zsfrecruitmentportal2023@gmail.com](mailto:zsfrecruitmentportal2023@gmail.com) using the Title as the subject of the mail.

And

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

**No 22, Adjacent to KasuwanJagol,**

**Lokuwa Roundabout,**

**Along ADSU Road, Mubi,**

**Adamawa State, Nigeria.**

### **Application Documents**

- 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.

## Note

- Qualified and eligible vendors are encouraged to apply
- The vendor registration form and supplier code of conduct should be appropriately filled, duly signed, and stamped and should 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: [zsfreruitmentportal2023@gmail.com](mailto:zsfreruitmentportal2023@gmail.com) or **08133656585** for Questions and any other concerns.