

EXPRESSION OF INTEREST FOR THE SUPPLY OF GOODS, SERVICES AND WORKS AT GREEN CONCERN FOR DEVELOPMENT (GREENCODE)BORNO STATE

Green Concern for Development (GREENCODE) a registered Nigeria NGO (non-profit) organization working on social justice and humanitarian response in Borno state of Nigeria. Its mandate is to work with the poor and socially excluded people and government for the promotion of environmentally/human rights protection in communities in Nigeria, aimed at poverty reduction through education, information sharing, research, training and direct impact intervention. GREENCODE does not discriminate based on gender, ethnicity, or religion in our recruitment exercise nor in our humanitarian and development work.

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 prequalification, indicating the category of goods, works or services they wish to apply for. Vendors intending to apply for more than one category should clearly state this in their Application for Vendor Prequalification' document.

Lot 1: Vehicle rentals/Car hire.

Lot 2: Supply of Pharmaceuticals Items.

Lot 3: Supply of Non-Food items

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.

Application Closing Date

Friday; 8th December 2023 (5:00pm).

Method of Application

Interested supplier should submit required documents in a seal envelop 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.**

**Green Concern for Development (GREENCODE),
House 45 Lagos Street Beside Sauki Plus Plaza, Lagos Street,
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 vendor will be disqualified.

Additional Information:

- As part of the pre-qualification process, GREENCODE 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 documentations 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.

- GREENCODE will ensure information that is received from companies and individuals is treated with the utmost confidentiality and shall be for the sole use of the organization.
- 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 GREENCODE and nothing in this EOI shall be construed as a form of binding legal contract.
- GREENCODE 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 GREENCODE'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.

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 LETTER HEAD MUST BE INCLUDED AS PART OF THE APPLICATION.