

## EXPRESSION OF INTEREST

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# PREQUALIFICATION OF VENDORS FOR SUPPLY OF GOODS & SERVICES FOR THE YEARS 2022 - 2024

Issued by

**The Global Alliance for Improved Nutrition (GAIN)**

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## I. BACKGROUND AND SCOPE OF THE PREQUALIFICATION

### About GAIN

The Global Alliance for Improved Nutrition (GAIN) is a Swiss based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. At GAIN, we believe that everyone in the world should have access to nutritious and safe food. We work to understand and deliver specific solutions to the daily challenge of food insecurity faced by poor people. By understanding that there is no “one-size-fits-all” model, we develop alliances and build tailored programmes, using a variety of flexible models and approaches. We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. We are part of a global network of partners working together to create sustainable solutions to malnutrition. Through alliances, we provide technical, financial and policy support to key participants in the food system. We use specific learning, evidence of impact, and results of projects and programmes to shape and influence the actions of others. Headquartered in Geneva, Switzerland, GAIN has representative offices in Denmark, The Netherlands, the United Kingdom, and the United States. In addition, we have country offices in Bangladesh, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, and Tanzania. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

### Background and Objective

Global Alliance for Improved Nutrition (GAIN) is in the process of updating its register for suppliers for Good and Services. Interested and eligible suppliers are invited to apply. The invitation is applicable to both existing and prospective suppliers . Therefore, Suppliers/Service providers who are duly registered with Corporate Affairs Commission or relevant professional bodies in respective merchandise or services are invited to submit their Pre-Qualification documents to the Procurement Committee so that they may be pre-qualified for submission of quotations when required. The prospective suppliers/service providers must provide mandatory information for pre-qualification

The main objective of the prequalification is to update and maintain a register of vendors under relevant tenders/quotations to GAIN Nigeria as and when required .

### Services Category

Item No.	Reference	Category
1	GAIN/NG0001	Supply and Delivery of General Office Stationeries
2	GAIN/NG0002	Provision of Air Ticketing & Other Travel Agency Services
3	GAIN/NG0003	Provision of hotel accommodation & Conference Facilities in Abuja, Lagos, Ibadan, Kaduna, Kano, Minna, Makurdi, Sokoto, Ilorin, Ebonyi, Calabar, Jos, Birni Kebbi, Gombe, Bauchi, and Port Harcourt.
4	GAIN/NG0004	Provision of Transportation services and logistics services – Car Hire and Taxi Services in Abuja, Lagos, Ibadan, Kaduna, Kano, Minna, Makurdi, Sokoto, Ilorin, Ebonyi, Calabar, Jos, Birni Kebbi, Gombe, Bauchi, and Port Harcourt
5	GAIN/NG0005	Provision of Photography, live streaming, and Videography Services
6	GAIN/NG0006	Provision of Creative Design & Production of Materials such as branded stationery, folders, banners, Cards, Diaries, Corporate Newsletter, Stickers,

		Signage, Fliers, Brochures, Booklets etc and general branding and printing services
7	GAIN/NG0007	Provision of Courier Services Countrywide
8	GAIN/NG0008	Supply of IT Equipment and Accessories, including phones
9	GAIN/NG0009	Repair and Servicing of Servers, Computers, Laptops, printers, scanners, and other related ICT Equipment
10	GAIN/NG0010	Provision of Security Services
11	GAIN/NG0011	Supply and Delivery of Office Furniture
12	GAIN/NG0012	Provision of office interior design and partitioning services
13	GAIN/NG0013	Provision of internet services
14	GAIN/NG0014	Provision of occupational health, safety, and firefighting training services
15	GAIN/NG0015	Supply and installation of inverter equipment
16	GAIN/NG0016	Provision and maintenance of access control systems
17	GAIN/NG0017	Provision of electrical maintenance services
18	GAIN/NG0018	Provision of plumbing services
19	GAIN/NG0019	Provision of mechanical engineering services(plant)
20	GAIN/NG0020	Provision of cleaning services
21	GAIN/NG0021	Provision of Architectural design
22	GAIN/NG0022	Provision of furniture services
23	GAIN/NG0023	Supply and maintenance of air conditioners
24	GAIN/NG0024	Supply of diesel
25	GAIN/NG0025	Event management services
26	GAIN/NG0026	Insurance brokerage – premises, vehicles, workers, life, etc.
27	GAIN/NG0027	Legal Advisory Services
28	GAIN/NG0028	Audit Services
29	GAIN/NG0029	Health Insurance (HMO)

## Consultancies Category

1	GAIN/DB01	Consultancy – Baseline, mid-term, and end line Assessments
2	GAIN/DB02	Consultancies – HR and Team building training services
3	GAIN/DB03	Consultancies – Video Production
4	GAIN/DB04	Consultancy – Anchor/acceleration services – i.e Pitch competitions
5	GAIN/DB05	Consultancy -Business planning and development
6	GAIN/DB06	Consultancy -Research services
7	GAIN/DB07	Consultancy -Marketing Strategies and branding services
8	GAIN/DB08	Consultancy – Knowledge translation (Development of advocacy materials such as fact sheets, policy briefs etc)
9	GAIN/DB09	Consultancy – Policy and advocacy landscape/ Political Economy Analysis
10	GAIN/DB10	Consultancy – provision of above the line and below the line marketing
11	GAIN/DB11	Consultancy/training services on food safety
12	GAIN/DB12	Consultancy services on development of databases/dashboards
13	GAIN/DB13	Consultancy - Quality Assurance/Control
14	GAIN/DB14	Consultancy - Digital platform developers
15	GAIN/DB15	Consultancy – Compliance Training
16	GAIN/DB16	Consultancy – Market Analysis
17	GAIN/DB17	Consultancy – Value Chains Modelling/Development

## GENERAL INSTRUCTIONS

1. Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.
2. Responses to the prequalification questionnaire must be in accordance with the requirements for information in the documents.
3. Answers to the questionnaire should be relevant to the good, services or works applied for and should be as clear and concise as possible.
4. The supplier should prepare a table of content as per given below on their letterhead, proper document separators and section labels to be done.
5. Submission of documents: The application for prequalification should be submitted strictly via email.
6. The documents should be signed by authorized representative of the organization, stamped, and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
7. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Document. Applications shall not be modified or withdrawn after the deadline.
8. The applicant shall bear all costs associated with the preparation and submission of the Application and GAIN will not in any case be responsible and liable for the costs incurred.
9. All information given in writing to or verbally shared with the contractor in connection with this pre-qualification is to be treated as strictly confidential. The contractor shall not share or invoke such information to any third party without the prior written approval of GAIN. This obligation shall continue after the procurement process has been completed whether or not the contractor is successful.

## **II. INSTRUCTIONS FOR RESPONDING**

This section addresses the process for responding to this solicitation. Bidders are encouraged to review this prior to completing their responses

### **Qualification and Experience**

Prospective vendors must have undertaken successful supply and delivery of goods/services to institutions of similar size and complexity. They must also demonstrate the willingness and commitment to meet the pre-qualification criteria.

### **Completion of the Pre-qualification Document**

This document includes forms and documents required of prospective suppliers/service providers. To be considered for pre-qualification, prospective vendors must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified

### **Submission and Contact**

Interested and qualified vendors should send a copy of the completed pre-qualification data and other required information to [jpilaku@gainhealth.org](mailto:jpilaku@gainhealth.org), and copy [otaiwo@gainhealth.org](mailto:otaiwo@gainhealth.org) not later than 24<sup>th</sup> June 2022 at 23:59pm.

All questions that may arise from the pre-qualification documents should be directed to the Head of Operations at [jpilaku@gainhealth.org](mailto:jpilaku@gainhealth.org) not later than 24<sup>th</sup> June 2022.

### **Additional Information**

GAIN Nigeria reserves the right to request submission of additional information from prospective bidders. Kindly note that all filled prequalification documents with emailed applications should be clear, readable, and submitted in a SINGLE PDF/ZIPPED ATTACHMENT. Email subject should be Expression of Interest for prequalification of vendors for supply of goods & services for the years 2022 - 2024

### **Pre-qualification Data Forms**

The attached questionnaire NGPQ-1, NGPQ-2, NGPQ-3 are to be completed by prospective suppliers/service providers who wish to be pre-qualified for submission of quotations for the specific tender. Pre-qualification forms not filled out completely and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English.

### **Essential Criteria for Pre-qualification**

- a. Prospective bidders must have at least 2 years' experience in the supply of goods and services, Potential suppliers must show competence, willingness, and capacity to service the contract.
- b. Prospective vendors must demonstrate special experience and capability to organize supply and delivery of items, or services at short notice
- c. Personnel: The names and pertinent information of the personnel to execute the contract must be indicated in form NGPQ-2.
- d. Financial Condition: The supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as letter of reference from their bankers regarding suppliers/service providers credit position. Potential suppliers/service providers will be prequalified based on information given. Prospective bidders should provide evidence of financial capability to execute the contract.

- e. Past Performance Contract: Past performance will be given due consideration in pre—qualifying of bidders. Letters of reference from past customers must be included in Form NGPQ-1
- f. Declaration Statement : Application must include a Declaration statement (Form NGPQ-3) by the tenderer vouching for the accuracy of the information provided.
- g. Withdrawal of Pre-qualification: Should a condition arise between the time the firm is pre—qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, GAIN Nigeria reserves the right to reject the tender from such a bidder, even though they may have been initially pre-qualified.
- h. Information on Suppliers: The firm must have a fixed Business Premise and be registered in Nigeria, with Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be provided .
- i. The firm must show proof that it has met all its statutory obligations and has current Tax Clearance Certificate.
- j. The firm must declare any conflict of interest in relation to any member of staff. GAIN Nigeria will not procure goods or services from vendors where the employees have not declared conflict of interest.
- k. GAIN Nigeria will carry out a due diligence exercise for the shortlisted prequalified suppliers

**III. PRE-QUALIFICATION CRITERIA**

Vendors shall be qualified based on information and data as scored per the forms NGPQ-1 and NGPQ-2 below:

**GENERAL AND COMPANY INFORMATION**

**A. COMPANY PROFILE (30 Points) :FORM NGPQ-1  
[2 Points each]**

- 1. Company Name .....
- 2. Legal status (partnership / sole proprietor / limited company) .....
- 3. Company Profile – Yes/No (Attach Copy)
- 4. Company registration certificate Number. .... (Attach copy)
- 5. Nature of business licensed to operate .....
- 6. VAT No..... (Attach copy)
- 7. Tax Clearance Certificate ..... (Attach copy)
- 8. Contact Person:

- a. Name .....
- b. Title .....
- c. Tel. No. ....
- d. Postal address: .....
- e. Mobile No.....
- f. Email address.....
- g. Website .....
- h. Physical Location .....

9. Please provide details of Director(s)/Partner(s)/Shareholder(s):

S/No.	Names of Directors & Details: Names of partners/shareholders	Gender	Age	Nationality	Tel	Identification (Attach Copy)	Document
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- 10. Two (2) Years Certified Audited Account Statements. If operation for one year and below, please attach articles of association with 3 Years Bank statements
- 11. List of company capital Assets

**(B) CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES (70 Points)**  
**FORM NGPQ –2**

1. What products/services do you want to be considered to supply?  
 .....  
 .....  
**[2 points for each category of goods/services, maximum upto a maximum of 10 Points]**

2. How many employees do you have? .....  
 a. How many are permanent.....  
 b. How many are temporary.....  
**[up to 25 = 5 Points; up to 50 = 10 Points; Up to 100 = 15 Points; Above 100 = 20 Points]**

3. Organogram (Attach Copy)  
**[5 Point]**

4. Which quality standards certification have you attained in the last two years?  
 .....(Attach copies) **[1 Certificate = 5 Points each up to a maximum of 10 Points]**

5. Provide details of your key personnel and attach their CVs and Certifications, (if any) (Use a separate sheet of paper) **[5 Points]**

6. What is the country of origin for your goods? ..... **[ 0 Points]**

7. Are you a manufacturer/wholesaler/retailer/other (please specify) .....  
**[Manufacturer = 5 points; Wholesaler/Trader = 0 Points]**

8. If you are not a manufacturer, are you an authorized dealer Yes/No .....  
 (attach manufacturer's authorization) **[Attached = 5 Points; not available = 0 Points]**

9. Acceptance to GAIN Payment terms (GAIN Standard Payment Terms are 15 working Days from the date of delivery) (YES/NO) ..... **[5 Points]**

10. Who are your major corporate clients in the past two yrs. State clients name, product or service provided, value of goods, works or service and contact person? Attach Copies of Purchase Orders (POs)/ Contracts – Not older than 6 months

<b>[PO/Contract value &lt;NGN 5,000,000 = 2 points.          Up to NGN 10,000,000 = 3 points.          Upto NGN 20,000,000 = 4 Points.          &gt;NGN 50,000,000 = 5 Points]</b>	Names of Organization	Product/ service provided	Value of business	Contact person	Tel
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## CONSULTANT DATABASE

For consultants submit individual/company profile clearly indicating which category, GAIN Nigeria will from time to time contact the consultants to submit application when need arises.

### IV. BRIEF GAIN CONTRACT GUIDELINES TO NOTE

**Taxes on Imported Duties:** GAIN Nigeria is exempted from VAT and other taxes that are not applicable to INGOs.

**Customs Duties:** In the event of import on behalf of GAIN, the vendor shall be responsible for custom clearance of their imported goods and materials.

**Contract Price :** The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Procurement Committee. Prices quoted should be inclusive of all delivery charges and valid for 30 days.

**Payments:** All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement. There shall be not advance payments unless where critical and with prior approval on the contact and will not exceed 30% of the total value of the contact. Payments for local procurements will always be denominated in the country's currency (Nigeria Naira).

### V. DECLARATION STATEMENT : FORM NGPQ -3

Having studied the pre-qualification information, we/I hereby state:

- a) The information provided in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this provides us the right to participate in due time in submission of a tender or quotation based on provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- d) We enclose all the required documents and information required for the prequalification evaluation.

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Represented By \_\_\_\_\_

Signature \_\_\_\_\_

(Full name and designation of the person signing and stamp or seal