Medecins Sans Frontieres (Doctors Without Borders)
Operational Center-Paris,
26 Olu Agabi Close Life Camp, Gwarimpa
Abuja, FCT, Nigeria.

7th November, 2023

GOODS & SERVICE PROVIDERS PREQUALIFICATION
Call for expression of Interest

Médecins Sans Frontières (MSF) is an International Independent non-governmental humanitarian medical organisation offering assistance to populations in need, without discrimination based on ethnic, religious or political affiliation in contexts of epidemic, endemic, natural disaster and conflict. In Nigeria we are operating activities in Katsina, Jigawa and Borno states with a head office in Abuja. To better support our activities, we require adapted logistic resources. That's why, according to the nature of activities and needs, **we want to identify reliable goods and service providers in kano for the categories below for possible Long Term collaboration upon satisfactory & successful prequalification in the respective category.**

SUPPLIES AND CONSUMABLES CATEGORY

1. Supply of Hygiene items (cleaning materials including diapers, sanitary pads etc.)
2. Supply of stationery items
3. Generator spare parts (Perkins and Caterpillar Engines)
4. Computer and printer supplies (Tonners, chargers, phone accessories, spares for HP/ canon printers)
5. Supply of equipment's (Air conditioners, washing machine, kitchen equipments) *please indicate brands*
6. Supply of water and sanitations supplies (PVC & PPR pipes, couplers, taps buckets, tanks, chlorine) *please indicate brands*
7. Supply of Electrical materials (cables, bulbs etc.) *please indicate brands*
8. Supply of Kitchen utensils
9. Supply of Office furniture
10. Supply of Beddings (mattresses, bedsheets, duvets, blankets etc)
11. Supply of food items (water, soft drinks, biscuits, sugar)
12. Vehicle spare parts (Toyota; Hilux, Land cruiser & HiAce) and Tyres
13. Mosquito nets (1 and 2 persons) Please specify brands.

SERVICES CATEGORY

14. Printing and branding services
15. Repair Service and Maintenance (ACs Washing machines, domestic Fridges etc)
16. Tyre services (Wheel balancing, punctures etc)
17. Welding and Crafts man-ship (both steel and Aluminum)
18. Construction and Rehabilitation

To be considered, submit,

a) **Expression of interest stating the category of interest on company official paper stamped and signed**
b) **Copy of company/business registration certificate.**
c) **Copy of Tax Identification Number**
d) **Complete Questionnaire signed and stamped.**
e) **Copy of any supporting documents (company profile and recommendation if available, licenses where applicable)**

Send the complete set of documents **before 27th November, 2023** at **5pm** to the attention of the **Supply Chain Coordinator** by Email to msff-nigeria-tender@paris.msf.org **or Deliver the Hard copy sealed in an envelop to;**

MSF OFFICE located on Plot No 62 Matawalle Avenue, Opp DPR, HOROTO GRA KANO

This letter shall not be considered in any way as an offer or agreement with your company. Bidders cannot pretend of any financial compensation for responding to this call.

Should you have any question, do not hesitate to contact us on msff-nigeria-tender@paris.msf.org or Call on **0911 387 4207.**

Successful bidders will be contacted for the next steps that will include sharing of lists of items, site visits and negotiation.

Annex 1

PREQUALIFICATION QUESTIONNAIRE

1.	Company/ Business name	
2.	Contact person name, position, Phone number and email address	
3.	Are you registered and aware of taxes applicable/ deductable VAT, WITH HOLDING TAX	☐ Yes ☐ No Comment
4.	State nature of business (Tick all that is applicable)	☐ Retail ☐ Wholesale ☐ Distributor ☐ Manufacturer
5.	Can you deliver to Katsina or Jigiwa, Borno or Abuja	☐ Yes ☐ No Comment:
6.	What are the terms of payment?	☐ Payment on invoice/ after delivery ☐ Payment on Delivery ☐ Payment before delivery Comment;
7.	Can you receive payment by cheque?	☐ Yes ☐ No Comment
8.	Can you receive payment by transfer?	☐ Yes ☐ No Comment
9.	Can you fix prices for 3months,? 6months? 12 months?	☐ Yes for 3 months ☐ Yes for 6 months ☐ Yes for 12months ☐ No Comment:
10.	What documents do you use? Tick all applicable	☐ Pro-forma invoice ☐ Invoice ☐ Receipt (cash or credit or general) ☐ Delivery note ☐ None of the above Comment:
11.	Can you provide invoices/ documents in English?	☐ Yes ☐ No
12.	Did you attach the following elements to your offer?	☐ Prequalification Questionnaire ☐ Express of interest ☐ Copy of Corporate Ownership/ Registration Certificate ☐ Copy Tax Identification Number certificate
	Stamp and signature of the supplier **Place and date**	

Annex 2
MSF Charter

Médecins Sans Frontières is a private, international association. The association is made up mainly of doctors and health sector workers and is also open to all other professions which might help in achieving its aims. All of its members agree to honour the following principles:

Médecins Sans Frontières provides assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict. They do so irrespective of race, religion, creed or political convictions.

Médecins Sans Frontières observes neutrality and impartiality in the name of universal medical ethics and the right to humanitarian assistance and claims full and unhindered freedom in the exercise of its functions.

Members undertake to respect their professional code of ethics and maintain complete independence from all political, economic or religious powers.

As volunteers, members understand the risks and dangers of the missions they carry out and make no claim for themselves or their assigns for any form of compensation other than that which the association might be able to afford them.

Annex 3
MSF Supplier Code of Conduct

Médecins Sans Frontières (MSF) is a non-profit, self-governed, member-based international organisation that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are bound together by the MSF Charter and their actions are guided by medical ethics and the principles of impartiality, independence and neutrality.
MSF considers itself as a responsible association, and this rests, among others, on the responsible behavior of its suppliers. Hereinafter the term "Suppliers" is used to refer to service providers, contractors, manufacturers, vendors and their own employees, agents and sub-contractors to which MSF pays the utmost attention.
Consequently, MSF expects its Suppliers to adhere to the MSF Supplier Code of Conduct, which sets out specific principles and standards, in particular in the areas of labor rights, human rights, anti-corruption, anti-fraud, prohibition of illegal activities and environmental protection. The standards provided for in the Supplier Code of Conduct are considered as a minimum behavioral conduct. Suppliers are expected to incorporate these standards into their conduct, and to abide by them in any circumstances. They are also encouraged to expand and complete them through their own ethics rules.

1. **Labor Rights**

1.1 Prohibition of forced labor, fair payment and no discrimination: MSF expects that its Suppliers *(i)* do not use any form of slave, forced, indentured or involuntary prison labor, *(ii)* abide by freely chosen labor, with wages fixed and paid in accordance with the rules set forth by the International Labor Organization and *(iii)* treat their employees, and those of their own suppliers and subcontractors, fairly, with respect, dignity and non-discrimination[1].
1.2 Prohibition of use of child labor: Suppliers are expected to ensure that neither they nor any of their affiliates employ children, even with the approval or consent of their parents, or are engaged in any practice inconsistent with the International Labor Organisation (ILO)'s Fundamental Conventions No. 138 and No. 182.
1.3 A safe and hygienic working environment to their workers: Suppliers are expected to ensure a safe and hygienic working environment[2]. In particular, adequate steps are expected to be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
1.4 Freedom of association and collective bargaining: Suppliers are expected to ensure that *(i)* workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively, *(ii)* they adopt an open attitude towards the legitimate activities of trade unions, *(iii)* workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
1.5 Transparence and cooperation with MSF: Suppliers agree to be transparent towards MSF about the labor conditions under which products are made and services provided to MSF and to cooperate with MSF and/or its auditors in this respect if necessary.

2. **Human Rights and Behaviors**

2.1 Protection of internationally proclaimed human rights: Suppliers are expected to comply with all the international human rights laws. In particular, MSF expects its Suppliers to respect the protection of internationally proclaimed human rights, notably as set forth in the Universal Declaration of Human Rights proclaimed on 10 December 1948, and to ensure that they do not act as accomplices in human rights abuses and violations.
2.2 General non-discrimination: Suppliers are expected to behave respectfully and not discriminate against patients, colleagues or members of the local population on the basis of their race, opinions, lifestyle, gender, sexual orientation, socio-economic background, origin, religion or beliefs and other markers of identity.
2.3 Prohibition of abuse: Suppliers are expected to not abuse anyone physically (*i.e*. physical violence, sexual aggression or other forms of physical abuse) or psychologically (e.g. bullying, abuse of power, harassment, discrimination or favoritism).
2.4 Prohibition of exploiting the vulnerability of others: Suppliers are expected to not accept, under any circumstances, behavior that exploits the vulnerability of others, in the broadest possible sense (sexual, economic, social, etc.). This includes exchange of goods, benefits or services for acts of a sexual nature, including the use of sex workers' services.
2.5 Prohibition of child abuse: Suppliers are expected to not accept child abuse, exploitation and violence and not engage in sexual relations with children[3].
2.6 Prohibition of inappropriate conduct: Suppliers are expected to not take advantage of their position for personal gain, which is defined as soliciting, accepting or otherwise benefiting from any advantage, favor or gift, or promise thereof of material value, in any form, either in person or indirectly through relatives or associates, as an inducement or reward for doing or refraining from doing anything, or showing favor or disfavor to any person or company. Each Supplier is expected to use MSF resources (including premises, goods, money, reputation, image, etc.) with respect and care and in the interests of the organization and the populations it seeks to assist.

3. **Prevention and Prohibition of Illegal Activities and Corruption**

3.1 Prevention of illicit activities: MSF expects its Suppliers to *(i)* implement the adequate measures in order to prevent fraudulent activities within their organization and to *(ii)* cooperate with MSF and/or its auditors in this respect.
3.2 Prohibition of illicit activities and their financing: MSF expects its Suppliers to *(i)* not engage in illicit activities of any kind, including (but not limited to) crimes against humanity, war crimes, terrorism, trafficking of human beings, trafficking of drugs, trafficking of weapons, material or equipment destined for military use, embargo and sanctions violations, and to *(ii*) not engage in the financing of such activities or the laundering of their proceeds.
3.3 Anti-bribery: MSF expects its Suppliers to prohibit, both within their own organization and towards their own suppliers and subcontractors, the offering, giving, promising or accepting of any incentives of any kind whatsoever from one person to another in order to influence a decision or obtain any kind of undue advantage. Suppliers are expected to refrain from engaging in any form of bribery, both giving or receiving.
3.4 Conflicts of interest[4]: Suppliers are expected to take all reasonable measures to avoid any conflicts of interest in the performance of their obligations. A conflict of interest may notably result from economic or financial interests, political associations or family relationships, or any other relationship of common interests. Suppliers are expected to immediately notify MSF in writing of any conflict of interest arising during the performance of the agreement concluded with MSF and to take all actions necessary to end the conflict as soon as reasonably possible.

3.5 Economic sanctions: MSF expects its Suppliers to make sure that they are not subject to any economic and trade sanctions[5] and undertake to apply the highest reasonable standard of due diligence to ensure that none of their representatives, employees, contractors and sub-contractors are subject to any economic and trade sanctions.

4. **Environnemental protection**

4.1 Suppliers are expected to monitor and seek to reduce the environmental impact of their activities and products, notably their negative impact on flora, fauna and land in order to ensure the conservation of biodiversity and habitats, including but not limited to waste minimization and process optimization.

4.2 For instance, MSF expects its Suppliers to have systems and practices in place to:

- source raw materials in an environmentally responsible way;
- use eco-friendly solutions in service delivery;
- reuse, recycle and substitute materials;
- reduce undue and unnecessary packaging, and use sustainable certified packaging;
- reduce energy consumption and use renewable energy resources;
- minimize the air and water pollution coming from operations (e.g.: destroying pollutants before they enter the atmosphere, more energy-efficient operations, reduction of water use and implementation of water purification technology); and
- use responsible product formulation (e.g. biodegradable, non-toxic, non-plastic, non-carcinogenic, recycled content).

4.3 MSF expects its Suppliers to be transparent about the environmental conditions under which products are manufactured and services provided to MSF and cooperate, as the case may be, with MSF and/or its auditors in this respect.