

CALL FOR EXPRESSION OF INTEREST (EOI) – 2025 VENDOR PREQUALIFICATION \ CBM GLOBAL DISABILITY INCLUSION (CBMG) NIGERIA

1. Introduction

CBM Global Disability Inclusion works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. We work in over 20 countries, investing in long-term, authentic partnerships with the Disability Movement and multiplying our impact by delivering a combination of inclusive community-based programmes, advocacy for national and global policy change and inclusion advice to other organisations.

CBM Global has been supporting the Nigerian government through various implementing partners in interventions, such as eye health, mental health, obstetric fistula, humanitarian services and disability-inclusive development.

2. Purpose of this Request for Proposal:

In accordance with procurement best practices, CBM Global Nigeria Country Office is calling for expression of interest (EOI) from qualified, interested and duly established companies, suppliers, and service providers in the following states (***FCT, Lagos, Katsina, Gombe, Kano, Plateau, Jigawa and Taraba***). to participate in the 2024-2025 prequalification of suppliers' exercise in any of the below listed goods, services or work area(s).

The contract period will be one year with the option to renew for additional one-year subject to satisfactory and professional performance.

GOODS/SERVICES/WORKS CATEGORY:

REF. NO	DESCRIPTION OF GOODS/SERVICES/WORKS
EOICBMG01	Hotel services (e.g accommodation for training, workshop and seminar etc)
EOICBMG02	Car hire services (Logistics and despatch)
EOICBMG03	IT equipment and consumables e.g computers, printers, projector, toners and cartridges, UPS, scanners etc

EOICBMG04	Office furniture e.g tables, chairs, cabinets, workstation, bookshelf etc
EOICBMG05	Supply of office groceries, stationeries and cleaning consumables e.g beverages, printing paper, biros, flipchart, folders, markers, arch lever files, Dettol, detergent, bottled water, dispenser water etc)
EOICBMG06	Designing and printing (e.g manuals, banners, posters, vouchers, reports, stickers, t-shirt, flags etc)
EOICBMG07	Janitorial services (outsource cleaning and fumigation services etc)
EOICBMG08	Petroleum products (AGO)
EOICBMG09	Health Management Organization (HMO)
EOICBMG10	Travel Agency e.g Airline booking and ticketing and protocol service etc
EOICBMG11	Security service company (provision of man-guards etc)
EOICBMG12	Photography and video graphic and editing, including digital communication services
EOICBMG13	Audit and taxation services
EOICBMG14	Catering services and food vendors (e.g for group lunch, tea, snacks, and refreshment etc)
EOICBMG15	Partitioning, structural installation and interior works
EOICBMG16	Print Media Advertising (Newspaper, content creation and publishing etc)
EOICBMG17	Sign Language Interpreter (SLI)
EOICBMG18	Supply, installation and maintenance of fire extinguishers and related accessories/parts.
EOICBMG19	Facility maintenance company e.g for plumbing, electrical and structural repairs etc
EOICBMG20	ICT services – Internet, networking, cabling, web designs and Software services
EOICBMG21	Insurance brokerage (Personnel, Property, Vehicle, Asset, Fidelity and Good-in Transit etc)
EOICBMG22	Telecommunication – airtime subscription

3. Submission Procedure And Instructions:

Interested vendors are expected to submit expression of interest (EOI) with details outlined item no 4 below to EOI.Apply@cbm-global.org with category reference number and category description and state of operation. Example "EOICBMG01-HOTEL SERVICES-KANO". All responses must be addressed and submitted to the email address listed below:

Email address: EOI.Apply@cbm-global.org

4. Eligibility And Selection Criteria:

- i. Cover Page (indicating category(s) of interest and related Ref. Number(s);
- ii. Company Profile; registered address(s), official/functional emails, telephone numbers and point of contact for the company.
- iii. Evidence of legal registration document of the company (CAC registration certificate, FORM CO7 and FORM CO2);
- iv. Latest Tax Clearance Certificate.
- v. Evidence of Financial Capability (Latest Audited Accounts).
- vi. Bank Reference Letter duly addressed to CBM Global Disability Inclusion, Nigeria-Procurement Unit.
- vii. Evidence of Registration with Professional Organizations, Regulatory Bodies, Manufacturers and/or Certificate of Authorized Dealership and Distributorship with Makes, Brands, Equipment, Machine and/or accessories as it relates to field of business endeavor.
- viii. Evidence of possession of experience in the line of business you are applying for. Prospecting Suppliers must provide at least five (3) copies of completed Job Orders and Proof of Deliveries (Delivery Notes or Job Completion Notification) in areas of business endeavor.
- ix. Any other relevant supporting document that could aid your expression of interest.

5. Additional Information:

- i. CBMG is Value Added Tax (VAT) exempted but deducts withholding tax (WHT) in compliance with relevant Nigeria Tax Laws.
- ii. As part of the pre-qualification process, CBMG may visit the location(s) of prospecting suppliers or service providers to assess their physical presence, capacity and capability.
- iii. Only successful pre-qualified suppliers would be invited to participate in CBMG routine Request for Quotation (RFQ) or Request for Proposals (RFP) for the next one (1) year.
- iv. Any unsolicited attempt to influence CBMG internal selection process in favour of any company(s) will result in immediate disqualification.

- v. A company cannot express interest in more than three (3) categories and must be guided by the following: (a) must have operational presence for each category, (b) must actively operate the business, (c) must express such interest separately for each category with full documentation and requirement that will make it eligible.
- vi. The successful applicants will be registered on CBMG project vendors database and the organization will only deal with the firms that are registered.
- vii. CBMG 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
- viii. The pre-qualified suppliers are required to immediately advise the organization of any significant change in 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.
- ix. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- x. Special consideration will be given to organisations owned by Persons with Disabilities that met the criteria.

6. Deadline For Receipt Of Expression Document:

All expressions of interest document must be submitted on or before **5:00pm local Abuja time on Wednesday, 13th November, 2024.**

7. Notification of the results:

Only the successful bidder will be notified, and if you do not receive email communication within seven weeks after the expiring of the deadline for submission, consider your bid unsuccessful.

8. CBM Global Prohibited Conduct – Corruption and Fraud:

CBM Global has a zero-tolerance policy towards fraudulent and corrupt practices. Compliance with CBM Global's Policy on Preventing Corruption and Fraud and the Counter Terrorism & Anti Money Laundering Policy is mandatory for staff, implementing partners, volunteers, contractors and related Third Parties.

CBM Global will take all suspicions of corruption seriously and assess, act upon, investigate and discipline all such cases as appropriate and in a professional, transparent, and fair manner.

9. Disclaimer:

This call for Expression of Interest (EOI) does not amount to a commitment on the part of CBMG and nothing in this EOI shall be construed as a form of binding legal contract. CBMG reserves the right to accept or reject any or all the submissions without any obligation to inform the affected vendor the ground for the acceptance or rejection. The potential

subsequent procurement will be governed by CBMG Procurement Policy and Procedures. This expression of interest advertisement and Vendor Registration Form are provided free of charge to all prospecting service providers or suppliers.