

# REQUEST FOR BID



---

**Subject** Request for Bids  
RE: French Lessons: A1 –A2 level.

**Date** 28-02-2025

**Client** Médecins Sans Frontières  
OCA

Attn: Human Resources  
Coordinator

House 11, First Avenue

Gwarimpa,

Abuja, Nigeria.

0813 001 6794

**Annexes** Annex A: Bid summary form

Annex B: Terms of references

Dear,

Medecins Sans Frontieres (Doctors without Borders) –Holland wishes to engage the services of a Languages Centre to provide French lessons at A1 and A2 level for its Nigerian staff based in the Abuja office.

MSF OCA kindly invites you to participate in the Bids for French Lessons for the Nigeria Mission.

MSF OCA will assess all Tenders received based on a number of objective criteria, including the extent of coverage, Quality of service rendered. Bidding body, Bid amount, estimated duration of coverage and professionalism of the Bid.

MSF OCA tender assessment process is transparent and neutral, ultimately endeavouring for high level of professionalism.

## **SUBMISSION METHOD**

The tender shall be submitted in softcopy to [nigeria-hrmco@oca.msf.org](mailto:nigeria-hrmco@oca.msf.org) and [nigeria-ldm@oca.msf.org](mailto:nigeria-ldm@oca.msf.org) before **7<sup>th</sup> March 2025 at 17:00hrs.**

## **DEADLINE**

Your offer is considered valid, only when they are received before **7<sup>th</sup> March 2025 at 17:00hrs.**

## **QUESTIONS**

Questions can be sent by email to [nigeria-hrmco@oca.msf.org](mailto:nigeria-hrmco@oca.msf.org) or [nigeria-ldm@oca.msf.org](mailto:nigeria-ldm@oca.msf.org) before **6<sup>th</sup> March 2025.** A summary of all asked questions and answers will be shared before **7<sup>th</sup> March 2025 at 17:00hrs.**

## **GENERAL INFORMATION:**

- Tender shall be completed in English
- Winning Bidder must begin with the necessary processes not later than 7 days after the notification as the Bid winner;
- Transportation, accommodation and other expenses will NOT be provided by MSF OCA.

Yours sincerely,

Representing the CLIENT

Médecins Sans Frontières OCA

MSF-OCA Nigeria Human Resource Coordinator

## ANNEX A: BID SUMMARY FORM

<b>BIDDER'S INFORMATION</b>	
Name of Company:	
Address of Company:	
Name of Director:	
Name of Contact Person:	
Telephone Number:	
Email:	
<b>BIDDER'S OFFER</b>	
Available plans and premium/rates:	
Quotation for coverage of 22 staff members for A1 and A2 lessons:	
<b>SIGNATURE</b>	
Signature:	
Name:	
Date:	

## ANNEX B: TERMS OF REFERENCES

### ARTICLE 1. DESCRIPTION OF WORKS

The objective consists of the Language Centre coverage of the following:

1. French lessons taught at A1 level
2. French lessons taught at A2 level
3. Certification/ exam results shared with MSF on completion of each level
4. French lessons taught on the MSF premises at an agreed time for a minimum of five (5) hours weekly per participant

## **ARTICLE 2. ELIGIBILITY AND QUALIFICATION REQUIREMENTS**

All quotations submitted shall include a company fact sheet including the following information;

- Submission of introduction letter and a comprehensive proposal that state clearly the various plans and coverage.
- Certificate of Incorporation with the Corporate Affairs Commission in Nigeria with copy of Memorandum & Article of Association with copy of forms CAC2 & CAC7.
- Track record in working with multinational organizations with high client load
- Ability to meet the Technical Specifications/ Scope of Work
- Fast response rate for complaints.
- Tax Identification Number (TIN) and evidence of tax clearance for the past 3 years

## **ARTICLE 3. COST OF BIDDING**

The Bidder shall bear all costs associated with the preparation and submission of his Bid and the Client will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bid process.

## **ARTICLE 4. LANGUAGE OF BID**

The Bid prepared by the Bidder and all correspondences and documents relating to the Bid shall be written in English

## **ARTICLE 5. BID PRICES**

The Bidder shall fill in rates for all quotes in Naira

All duties, taxes and other levies payable by the Bidder or any applicable law in Nigeria shall be included in the total Bid price submitted by the Bidder, and the evaluation and comparison of bids by the Client shall be made accordingly.

## **ARTICLE 6. SEALING AND MARKING OF BIDS**

The Bidder shall seal his original Bid, duly marking the envelope as specified at the cover page of the Bid.

## **ARTICLE 7. DEADLINE FOR SUBMISSION OF BIDS**

In order for the Bid to be considered, the Bids must be delivered to the Client according to the date fixed at the cover page of the Bid.

## **ARTICLE 8. LATE BIDS**

Any Bid received by the Client after the deadline for submission of the Bids will be subject to the Client's consideration or disqualification.

## **ARTICLE 9. MODIFICATION AND WITHDRAWAL OF QUOTATIONS**

The Bidder may modify or withdraw his Bid after Bid submission, provided that the modification or notice of withdrawal is received in writing by the Client prior to the prescribed deadline for submission of Bids.

The Bidder's modification or notice of withdrawal shall be prepared, sealed, marked and delivered in accordance with the provisions for the submission of Bids, with the envelopes additionally marked "modification" or "withdrawal" as appropriate.

No Bidder may be notified subsequent to the deadline for the submission of Bids.

Bids for which an acceptable notice of withdrawal has been submitted shall not be opened.

## **ARTICLE 10. OPENING EVALUATION AND COMPARISON OF BIDS**

After the confidential opening of Bids, information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the winner shall not be disclosed to Bidders or other persons.

Any effort by a Bidder to influence the Client in the process of examination, clarification, evaluation and comparison of Bids and in decisions concerning the award, may result in the rejection of the Bidder's Bid.

To assist in the examination, evaluation and comparison of Bids, the Client may ask Bidders individually for clarification of their Bids. The request for clarification and the response shall be in writing or verbal, but no change in the price or substance of the Bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Client during the evaluation of the Bids.

The Client will award winner to the Bidder who has effectively submitted the best Bid in price and who has given a realistic duration for delivery of services.

Bid processes shall exclude Bids from the public with any personal connections with the employees of the Client, or close family members of any such persons.

## **ARTICLE 11. CLIENT'S RIGHT**

The Client reserves the right to accept or reject any Bid and to annul the Bid process and reject all Bids at any time prior to the award to the winner, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Client's action.

## **ARTICLE 12. NOTIFICATION OF AWARD**

The Client will notify to each Bidder on acceptance or refusal of its Bid.