EXPRESSION OF INTEREST (EOI) FOR REPUTABLE VENDORS

Date Published: 21 August 2025
Reference No.: CHN/PROC/2025/1003

Cloneshouse is inviting reputable vendors to express interest in being included in our **standing vendor database** for rapid sourcing. Prequalified vendors will be engaged for Long-Term Agreements (LTAs) in categories such as Hotel & Accommodation, Car Hire / Transport Services, Travel Agency Services, Catering Services, Insurance Services, Event Planning, Training Venues / Conference Facilities, Printing & Publishing Services, Data Collection Devices & Internet Services, Translation & Interpretation Services, Security Services, IT Support & Digital Solutions, Graphic Design / Media / Photography Services, Audit, Accounting & Legal Services, Alternative Energy Supply & Maintenance.

Cloneshouse is an international development firm specializing in Monitoring, Evaluation, and Learning (MEL). With headquarters in Abuja, Nigeria, and operations across more than 11 African countries, we provide technical assistance to governments, bilateral and multilateral agencies, non-governmental organizations, foundations, and the private sector. For over 15 years, we have delivered learning and evidence support, third-party monitoring, rigorous evaluations, and capacity strengthening for program implementers—helping organizations generate evidence, improve accountability, and make data-driven decisions.

Our projects cut across sectors such as **education, health, agriculture, climate change, governance, humanitarian emergencies, and youth development**. We have partnered with leading institutions including **UNICEF, the Gates Foundation, the EU, JICA, UNDP, FCDO, Mastercard Foundation, GIZ, and a list of others**.

To deliver our high-impact assignments across the country, Cloneshouse relies on a reliable pool of vendors who can provide essential goods and services across Nigeria and in our other countries of operation. These include accommodation and transport during fieldwork, catering and conference services for training, printing and ICT support for data collection, translation and interpretation for multilingual engagements, alternative energy solutions for field sites, and professional services such as auditing, legal advisory, and security.

Building a diverse vendor database ensures that Cloneshouse can:

- Deploy rapidly to project locations, including hard-to-reach areas.
- Guarantee quality, efficiency, and compliance in service delivery.
- Strengthen partnerships with local businesses that understand the operating context.

In short, while Cloneshouse provides the technical expertise, we depend on a trusted network of vendors to ensure smooth, timely, and cost-effective execution of our projects.

Prequalified vendors may be engaged for Long-Term Agreements (LTAs) in categories such as **hotels, car hire, travel agencies, catering, insurance, and event planning**.

You are kindly requested to complete the vendor registration form and provide the required details as outlined below:

Items Required

S/N	Information Required	Description
1	Company Information	Company Name; Confirmation of being Nigeria-based (Yes/No); Contact Person; Phone Number; Email Address; Physical Address; Website (if available); Tax Identification Number.
2	Service Category	Select one: Hotel & Accommodation, Car Hire / Transport Services, Travel Agency Services, Catering Services, Insurance Services, Event Planning, Training Venues / Conference Facilities, Printing & Publishing Services, Data Collection Devices & Internet Services, Computer & Computer Accessories, Translation & Interpretation Services, Security Services, IT Support & Digital Solutions, Graphic Design / Media / Photography Services, Audit & Accounting Services, Legal Services (Lawyers/Chambers), Alternative Energy Supply & Maintenance
3	Geographic Coverage	Select all applicable states across Nigeria where services can be provided (36 States + FCT).
4	Company Profile & Capacity	Years in Business; Number of Employees; Previous Clients (list top 3); Experience in handling corporate/INGO/government contracts.
5	Compliance & Documentation	Certificate of Incorporation
6	Declaration	Signed declaration

(B) Mode of Submission

Vendors are required to complete the Cloneshouse Vendor Registration Form via this link: https://forms.gle/uCQz9CuUw4LNzJXg6

(C) Submission Deadline

All submissions must be completed by **30 September 2025**.

For further enquiries, please contact us at:
Email: **procurement@cloneshouse.com**

We look forward to receiving your submission.

Signed,
Cloneshouse Procurement Team

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