Call for Expression of Interest (EOI) – Vehicle Hire Services

The Centre for Advocacy, Transparency and Accountability Initiative (CATAI), with support from the Danish Refugee Council (DRC) under the FCDO-funded COMPASS Project, invites qualified and reputable service providers to submit bids for the provision of vehicle hire services to support protection monitoring and community-based protection activities in Bama, Banki, Ngala, Gwoza (Borno State), and Madagali (Adamawa State).

Scope of Work

• Provide reliable and roadworthy vehicles (Saloon Golf Wagon or SUV 4x4) suitable for rough terrains.

• Ensure vehicles are not more than 8 years old, in good mechanical condition, and equipped with seat belts, spare tire, fire extinguisher, first aid kit, and other safety accessories.

• Provide experienced and licensed drivers familiar with the security context of the Northeast.

• Ensure vehicles are fueled, insured, registered, and maintained at the vendor's cost.

• Be flexible to respond to CATAI's travel schedules, including weekends or emergencies.

• Provide vehicles 3 days per week per LGA (approx. 12 days per month per location) from September 2025 – March 2026.

Planned Activities

Vehicles will support protection monitoring missions, community sensitization campaigns, data collection, case follow-up, capacity building, coordination meetings, and emergency response trips.

Program Costs Table (Vendors to Complete)

Interested vendors are required to indicate their preferred LGA(s) and submit their quotation by filling in the Unit Cost and Total Amount columns below. Vendors may bid for one or multiple LGAs.

Program Costs	Participants/ Units/ Location	Qty.	Freq.
Provision of vehicle services (Golf or Mercedez Wagon) for protection monitoring activities in Bama	Piece	1	84
Provision of vehicle services (Saloon Golf or Mercedez Wagon) for protection monitoring activities in Banki	Piece	1	84
Provision of vehicle services (Saloon Golf or Mercedez Wagon) for protection monitoring activities in Ngala	Piece	1	84

Provision of vehicle services (Saloon Golf or Mercedez Wagon) for protection monitoring activities in Gwoza	Piece	1	84
Provision of vehicle services (Saloon Golf or Mercedez Wagon) for protection monitoring activities in Madagali	Piece	1	84
Provision of vehicle services (Saloon Golf or Mercedez Wagon) for protection monitoring activities in Gwoza LGAs	Piece	1	84

Vendor Qualification Requirements

• Certificate of company registration (CAC).

• Tax Identification Number (TIN) and evidence of tax compliance.

• Evidence of ownership or lease of vehicles.

• Company profile with proof of providing similar services (preferably for NGOs/INGOs).

• Valid driver's licenses and driver profiles.

• Proof of comprehensive vehicle insurance.

Evaluation Criteria

• Compliance with required vehicle specifications.

• Safety and reliability of vehicles.

• Competitive cost/value for money.

• Past experience with humanitarian organizations.

• Availability and responsiveness.

Duration & Payment Terms

• Contract Duration: October 2025 – March 2026 (7 months, subject to extension).
• Payment: Monthly, upon submission of invoice and satisfactory performance.
• Payment will be made by bank transfer only.

Submission Details

Interested vendors should submit their Expression of Interest (EOI), completed Program Costs Table, and all required documents, in a sealed envelope or via email with the subject line "EOI – Vehicle Hire Services" to:

The Procurement Officer
Centre for Advocacy, Transparency and Accountability Initiative (CATAI)
Email: To Procurement@cataing.org, CC justice@cataing.org, salome@cataing.org, adama@catain.org, nkeki@cataing.org
Address: No. 3 Off Circular Road, Beside Former NSCDC Office, Old GRA Maiduguri, Borno State, Nigeria.

Deadline for submission: 25th September 2025, 5:00 PM.

Late submissions will not be considered. Only shortlisted vendors will be contacted.

WE STRONGLY ENCOURAGE VENDORS IN THE RESPECTIVE LOCATION TO APPLY