

EXPRESSION OF INTEREST: CALL FOR VENDORS

Mentally Aware Nigeria Initiative (MANI) is a nonprofit organisation launched in June 2016, and we are Nigeria's largest youth-run and youth-focused mental health organisation. As a prominent advocate for mental health, MANI's core mission is to combat the stigma surrounding mental health issues and remove systemic barriers hindering access to quality mental health services, with a strong commitment to promoting mental health as an integral part of overall well-being, not only in Nigeria but also beyond.

DETAILS / REQUIREMENTS:

EOI-01-2026

MANI invites proposals from firms/individuals in Nigeria to provide services in the below-mentioned categories:

1. Domestic Travel and Ticketing
2. Vehicle Rental Services
3. Hotel Services for Non/Residential programs
4. Stationery/Office Supplies
5. Office/IT Equipment
6. Furniture & Fixtures
7. Repair & Maintenance of office (including plumbing and electrical services)
8. Designing, Printing & Publication
9. Promotional materials (cap, t-shirt, bag, etc.)
10. Consultancy (Sign Language Interpreters, Legal, Audit services, IT, Translation)
11. Advertisement services
12. Insurance services

Eligible vendors who provide complete information may be invited to participate in future procurement processes. Therefore, all interested vendors are requested to respond to this Expression of Interest (EOI) by submitting the required documents no later than 28th February 2026 to MANI via info@mentallyaware.org, using the "EOI-2026-**Category**" as the email subject.

Note:

Please read this section carefully and be sure that all requested information is included in your submission. Evaluators will neither make assumptions nor draw inferences regarding missing or incomplete information. The submission of incomplete information will result in the rejection of the proposal.

MANI reserves the right to accept or reject any applications in whole or in part and alter the provisions of this EOI as deemed necessary without assigning reasons whatsoever.

Requirements for qualification.

1. Evidence of a company registration certificate with the Corporate Affairs Commission.
2. Evidence of Tax Registration or Tax Clearance Certificate for the last 1 year
3. Evidence of Last Audited Accounts.
4. Satisfactory records of performance history, integrity and business ethics from previous customers in areas of business endeavour from at least three (3) reputable

organisations, preferably NGOs, attesting to active or past business relationships and level of performance (the letters or lists must have relevant addresses, contact persons, telephone numbers and emails) for due diligence confirmation.

5. Any other relevant supporting document

This is an Expression of Interest only. This does not in any way obligate MANI to make an award or pay for costs incurred by potential tenderers in the preparation.

MANI PROHIBITED CONDUCT – CORRUPTION AND FRAUD:

MANI has a zero-tolerance policy towards fraudulent and corrupt practices.

Disclaimer:

This is only a Call for Proposals; MANI reserves the right to amend or cancel it at any time with or without notice. In such cases, MANI shall accept no liability whatsoever. The prospective bidder is wholly responsible for any costs related to the preparation and submission of their Proposals. Any failure to comply with the requirements of this Call for Proposals may result in the rejection of the submitted proposal or, where applicable, cancellation of any committed contract.

Enquiry

Enquiries or additional information may be made to the MANI Office: exclusively by emailing info@mentallyaware.org with the subject stating “EOI-2026-Category”