



## EngenderHealth

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| Issuing Organization:                        | EngenderHealth, Inc.  |
| Name of project:                             | USAID Momentum Safe Surgery in Obstetrics and Family Planning   |
| Reference number:                            | EHN-EOI-01-Prequalification of Vendors  |
| Issuance date:                               | Date: Tuesday, June 7, 2022   |
| Due date and time for receiving application: | Date: Monday, June 27, 2022<br>Time: 5PM, WAT   |
| Submission of applications:                  | procurementmssfpong@engenderhealth.org  |
| Due date for questions:                      | Date: Tuesday, June 14, 2022, 5pm, WAT.<br>Email for questions:<br>procurementmssfpong@engenderhealth.org |

### **Organizational Background:**

EngenderHealth is a leading sexual and reproductive health and rights organization working in 15 countries around the world including Nigeria, to achieve gender equality in and through sexual and reproductive health and rights (SRHR). Our programs ensure equity and compensate for historical and social disadvantages that have prevented women and girls from operating on a level playing field.

The USAID funded MOMENTUM Safe Surgery in Family Planning and Obstetrics project implemented by EngenderHealth specifically to accelerate reductions in maternal and newborn mortality and morbidity by increasing the capacity of Nigerian institutions and local organizations to introduce, deliver, scale-up, and sustain the use of evidence-base high-quality prevention and treatment of female genital fistula; prevention of female genital mutilation/circumcision (FGM/C); and mitigation of adverse obstetric impacts among women who have experienced FGM/C. The project is being implemented in five states: FCT, Bauchi, Sokoto, Kebbi and Ebonyi.

EngenderHealth is registered in Nigeria with the Corporate Affairs Commission.

EngenderHealth Nigeria is hereby seeking proposals from interested and eligible companies/vendors based in the above-mentioned states to provide services for the project in the categories listed below.

Successful vendors who meet the prequalification requirements will provide goods and services to the organization within the states as required for a period of one year. This list of preferred vendors will be renewed annually by rebidding.

### SUPPLIER/SERVICE PROVIDER CATEGORY - A

| Reference Number   | Description of Goods/Service      |
|--------------------|-----------------------------------|
| EHN-EOI-Bauchi -01 | Car hire and bus shuttle services |
| EHN-EOI-Bauchi -02 | Hotel services                    |
| EHN-EOI-Bauchi -03 | Catering services                 |
| EHN-EOI-Bauchi -04 | Photography services              |
| EHN-EOI-Bauchi -05 | Videography/Audio visual          |
| EHN-EOI-Bauchi -06 | Office stationery                 |
| EHN-EOI-Bauchi -07 | Printing services                 |
| EHN-EOI-Bauchi -08 | Medical consumables               |



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|-------------------|---|
| EHN-EOI-Bauchi-09 | Furniture                                 |
| EHN-EOI-Bauchi-10 | Electronics                               |
| EHN-EOI-Bauchi-11 | AC Maintenance                            |
| EHN-EOI-Bauchi-12 | Office supplies                           |
| EHN-EOI-Bauchi-13 | Media services (jingles production)       |
| EHN-EOI-Bauchi-14 | Computer and printer maintenance          |
| EHN-EOI-Bauchi-15 | Quantity Surveyors                        |
| EHN-EOI-Bauchi-16 | Renovation/upgrading of Health Facilities |

SUPPLIER/SERVICE PROVIDER CATEGORY - B

| Reference Number   | Description of Goods/Service              |
|--------------------|---|
| EHN-EOI- Ebonyi-01 | Car hire and bus shuttle services         |
| EHN-EOI- Ebonyi-02 | Hotel services                            |
| EHN-EOI- Ebonyi-03 | Catering services                         |
| EHN-EOI- Ebonyi-04 | Photography services                      |
| EHN-EOI- Ebonyi-05 | Videography/Audio visual                  |
| EHN-EOI- Ebonyi-06 | Office stationery                         |
| EHN-EOI- Ebonyi-07 | Printing services                         |
| EHN-EOI- Ebonyi-08 | Medical consumables                       |
| EHN-EOI-Ebonyi-09  | Furniture                                 |
| EHN-EOI-Ebonyi-10  | Electronics                               |
| EHN-EOI-Ebonyi-11  | AC Maintenance                            |
| EHN-EOI-Ebonyi-12  | Office supplies                           |
| EHN-EOI-Ebonyi-13  | Media services (Jingles production)       |
| EHN-EOI-Ebonyi-14  | Computer and printer maintenance          |
| EHN-EOI-Ebonyi-15  | Quantity Surveyors                        |
| EHN-EOI-Ebonyi-16  | Renovation/upgrading of Health Facilities |

SUPPLIER/SERVICE PROVIDER CATEGORY - C

| Reference Number  | Description of Goods/Service      |
|-------------------|-----------------------------------|
| EHN-EOI- Kebbi-01 | Car hire and bus shuttle services |
| EHN-EOI- Kebbi-02 | Hotel services                    |
| EHN-EOI- Kebbi-03 | Catering services                 |
| EHN-EOI- Kebbi-04 | Photography services              |
| EHN-EOI- Kebbi-05 | Videography/Audio visual          |
| EHN-EOI- Kebbi-06 | Office stationery                 |
| EHN-EOI- Kebbi-07 | Printing services                 |
| EHN-EOI- Kebbi-08 | Medical consumables               |
| EHN-EOI-Kebbi-09  | Furniture                         |
| EHN-EOI-Kebbi-10  | Electronics                       |
| EHN-EOI-Kebbi-11  | AC Maintenance                    |
| EHN-EOI-Kebbi-12  | Office supplies                   |



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| EHN-EOI-Kebbi-13 | Media services (Jingles production)       |
| EHN-EOI-Kebbi-14 | Computer and printer maintenance          |
| EHN-EOI-Kebbi-15 | Quantity Surveyors                        |
| EHN-EOI-Kebbi-16 | Renovation/upgrading of Health Facilities |

SUPPLIER/SERVICE PROVIDER CATEGORY - D

| Reference Number   | Description of Goods/Service              |
|--------------------|---|
| EHN-EOI- Sokoto-01 | Car hire and bus shuttle services         |
| EHN-EOI- Sokoto-02 | Hotel services                            |
| EHN-EOI- Sokoto-03 | Catering services                         |
| EHN-EOI- Sokoto-04 | Photography services                      |
| EHN-EOI- Sokoto-05 | Videography/Audio visual                  |
| EHN-EOI- Sokoto-06 | Office stationery                         |
| EHN-EOI- Sokoto-07 | Printing services                         |
| EHN-EOI- Sokoto-08 | Medical Consumables                       |
| EHN-EOI-Sokoto-09  | Furniture                                 |
| EHN-EOI-Sokoto-10  | Electronics                               |
| EHN-EOI-Sokoto-11  | AC Maintenance                            |
| EHN-EOI-Sokoto-12  | Office supplies                           |
| EHN-EOI-Sokoto-13  | Media services (Jingles production)       |
| EHN-EOI-Sokoto-14  | Computer and printer maintenance          |
| EHN-EOI-Sokoto-15  | Quantity Surveyors                        |
| EHN-EOI-Sokoto-16  | Renovation/upgrading of Health Facilities |

SUPPLIER/SERVICE PROVIDER CATEGORY - E

| Reference Number | Description of Goods/Service         |
|------------------|--------------------------------------|
| EHN-EOI- FCT-01  | Car hire and bus shuttle services    |
| EHN-EOI- FCT-02  | Hotel services                       |
| EHN-EOI- FCT-03  | Office stationery                    |
| EHN-EOI- FCT-04  | Office consumables                   |
| EHN-EOI- FCT-05  | Printing services                    |
| EHN-EOI- FCT-06  | Branding services                    |
| EHN-EOI- FCT-07  | ICT Equipment and accessories        |
| EHN-EOI- FCT-08  | Travel Agency Services               |
| EHN-EOI- FCT-09  | Internet Service Providers           |
| EHN-EOI- FCT-10  | IT Consultants                       |
| EHN-EOI- FCT-11  | Telephone Network Providers          |
| EHN-EOI- FCT-12  | Furniture                            |
| EHN-EOI- FCT-13  | Vehicle maintenance/services         |
| EHN-EOI- FCT-14  | Cleaning/Janitorial service Provider |
| EHN-EOI- FCT-15  | Catering services Provider           |
| EHN-EOI- FCT-16  | Photography/videography services     |
| EHN-EOI- FCT-17  | Photocopying services                |
| EHN-EOI- FCT-18  | Courier services                     |
| EHN-EOI- FCT-19  | Event management and Rental services |
| EHN-EOI- FCT-20  | Video conferencing facilities        |
| EHN-EOI- FCT-21  | Airtime and Data vendors             |



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| EHN-EOI-FCT-22 | Copier and printer maintenance services   |
| EHN-EOI-FCT-23 | Petrol refueling vendors                  |
| EHN-EOI-FCT-24 | Medical/Lab consumables                   |
| EHN-EOI-FCT-25 | AC Maintenance                            |
| EHN-EOI-FCT-26 | Communications/PR Consultant              |
| EHN-EOI-FCT-27 | Graphic Artist                            |
| EHN-EOI-FCT-28 | Estate Agent/Realtor                      |
| EHN-EOI-FCT-29 | Non-pharmaceutical consumables providers  |
| EHN-EOI-FCT-30 | Network Installer                         |
| EHN-EOI-FCT-31 | Car part dealers                          |
| EHN-EOI-FCT-32 | Office partitioning Installers            |
| EHN-EOI-FCT-33 | Fumigation & pest control                 |
| EHN-EOI-FCT-34 | Quantity Surveyors                        |
| EHN-EOI-FCT-35 | Renovation/upgrading of Health Facilities |

### **Responsive criteria requirements**

To meet the pre-qualification requirements, kindly ensure submission of the following documents as submission of incomplete information might result in a rejection of proposal:

#### **Response Part A – Company and Business Information**

1. Company profile clearly stating the services offered.
2. Evidence of valid registration with corporate affairs commission with the (1) Copy of Memorandum and Article of Association (2) Copy of forms CAC2 and CAC7.
3. Evidence of tax clearance certificate for the last three years
4. Tax Identification Number (TIN)
5. Cover Page/Letter on company letterhead – the subject should be indicating the category(ies) of service seeking prequalification for. The letterhead should have the company registered address(s), official, functional emails, telephone numbers and all point of contacts for the company.
6. Each submission should include a contact person's number and email address for subsequent correspondence.
7. List of technical personnel and their qualifications.
8. Evidence of professional licenses or certificate of authorization to carry out business in the designated fields (where applicable).

#### **Response Part B – Details/ history of past performance and financial capacity**

1. Evidence of possession of experience in the line of field/category you are seeking prequalification. The evidence should include copies of completed Job Orders and Proof of Deliveries (Delivery Notes or Job Completion Notification/certificate), LPO's, Agreements or contracts.
2. Evidence of financial capability.
3. Letter of reference from bank addressed to EngenderHealth.



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### **Response Part C** – Pricing information for services/goods offered

- Kindly submit your organizations price list for all goods/services offered.

#### **Selection Criteria:**

EOI's will be evaluated by a Selection Committee. The Selection Committee will consider the completeness of the submission to EngenderHealth's needs. Evaluators will neither make assumptions nor draw inferences regarding missing or incomplete information. A review will be carried out to determine Interested vendors who have the capacity and who offer best value.

**Scoring factors.** The objective is to choose the applicant capable of providing quality professional services that will help to achieve the goals and objectives in the designated field of interest.

| <b>Criteria</b>   | <b>Possible Points</b> |
|---|------------------------|
| Company and business information – evidence of proper registration with CAC, provision of required business documents (Response Part A)                               | 20                     |
| Proven history of satisfactory past performance carrying out similar tasks  | 30                     |
| Evidence of physical presence (office address/location)   | 15                     |
| Demonstration of financial capability   | 10                     |
| Willingness to enter a long-term contract   | 10                     |
| Provision of verifiable proof of registration with appropriate regulatory agencies or provision of current letters of authorization/distributorship where applicable. | 15                     |
| <b>Total Points Possible</b>  | <b>100</b>             |

#### **Implications of being a vendor in EngenderHealth's pre-qualified vendor database:**

Being in our pre-qualification database implies the following:

- a) You can be issued a long-term agreement in line with EngenderHealth procurement policy for one or more of these categories where you are found to meet the criteria.
- b) Where EngenderHealth Nigeria needs items or services you are pre-qualified for, you will be contacted with description of the goods/services and requested to submit a quote.
- c) Vendor will undergo a vendor induction to explain the guideline and policies of vendor engagement in EngenderHealth.

#### **How to apply**

Applicants are requested to make soft copy submissions via email to the following email address:

[ProcurementMSSFONG@engerhealth.org](mailto:ProcurementMSSFONG@engerhealth.org)

**NB – All documents submitted must be arranged in sequence (as requested in Response parts A, B and C above) and submissions should be arranged in sequence and clearly state the category and reference number/s for which the vendor is applying for. This should be clearly written as the subject of the email.**

**E.g.,** Category E: EHN-EOI-FCT-10 IT Consultant (for an IT Consultant applying as a vendor to provide services in FCT).



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**EOI closing date:** Monday, June 27, 2022, 5pm WAT.

**Questions** – Any questions arising related to this solicitation should be sent via email to [ProcurementMSSFONG@engenderhealth.org](mailto:ProcurementMSSFONG@engenderhealth.org) on or before Tuesday, June 14, 2022, 5pm, WAT.

As part of the prequalification process, EngenderHealth Nigeria will visit the locations of the vendors during a vendor verification exercise to assess their capacity as stated in their submission. EngenderHealth Nigeria is not under any obligation to register any vendor and only successful vendors will be contacted. This call for Expression of Interest does not amount to a commitment on the part of EngenderHealth Nigeria and nothing in this EOI shall be construed to be a binding legal contract. EngenderHealth reserves the right to accept or reject any or all the proposals without any obligation to inform the affected applicants of the basis for the acceptance or rejection. Any subsequent procurement will be governed by EngenderHealth's procurement policy and procedures.

All prospective suppliers must comply with our Child Protection policy, Environment Safeguarding policy and Anti-terrorism and Fraud policy.

***Safeguarding policy*** - EngenderHealth is committed to provide a safe environment for all employees, beneficiaries and anyone contracted by EngenderHealth. This includes taking measures to protect vulnerable people from Sexual Exploitation and Abuse (SEA) by either EngenderHealth's employees or associated personnel. EngenderHealth abides by child safeguarding principles. EngenderHealth's Safeguarding Policies apply and flow out to all EngenderHealth staff, board members, volunteers, and partner staff (subcontractors, consultants, vendors, and sub-recipients), regardless of the funding mechanism or amount of contract, agreement, or purchase order.