

**RE-PUBLISHED**  
**CALL FOR EXPRESSIONS OF INTEREST**  
**PREQUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS FOR THE SUPPLY**  
**OF GOODS, WORKS & SERVICES (INCLUDING CONSULTANCIES)**  
**FOR THE YEAR 2025**

#### **BACKGROUND**

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PIND is a Nigerian non-profit organization established in 2010 to support a portfolio of socio-economic development programs in the Niger Delta to improve standards of living of communities in the region. PIND supports projects in collaboration with various donor partners including bilateral and multi-lateral aid agencies, federal and state government agencies in Nigeria, private companies, and foundations. With an overarching goal of increasing income and employment in the region, PIND's strategy is hinged on 2 main programs supported by 4 key enablers and these are:

- **Economic Development:** Facilitate inclusive, sustainable, and diversified economic growth enabled by improved analysis, advocacy, and capacity building of market actors.
- **Peace Building:** Strengthen conflict management systems and capacities to enable peace and economic growth, utilizing analysis and advocacy to address constraints to peace.

**Enablers:** PIND's program delivery is enabled by an integrated approach that encompasses:

- i. Capacity building,
- ii. Advocacy,
- iii. Communications,
- iv. Gender and social inclusion.

#### **OBJECTIVE**

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PIND is in the process of expanding its database of suppliers and service providers of Goods, Works and Services (including Consultancies) under relevant categories.

Interested and eligible interested applicants are invited to apply and this invitation is applicable to both **existing** and **prospective suppliers and service providers**.

Suppliers and service providers who are tax compliant and duly registered with Corporate Affairs Commission and /or relevant professional bodies and associations are invited to submit all requisite pre-qualification documents to PIND, Project Support Services, Abuja, Nigeria with the aim of being pre-qualified for submission of bids, quotations and proposals whenever required.

Prospective suppliers and service providers must therefore provide all mandatory information and copies of relevant documents as detailed on pages 4 – 8 under paragraph II, ***Instructions for responding***, and paragraph III, ***prequalification criteria***.

### CATEGORY 1: Goods, Services & Works:

Item No.	Reference	Category
1	PIND/NG0001	Supply and delivery of general office consumables/stationery, groceries, bottled water, etc., to FCT-Abuja, Warri and Port Harcourt
2	PIND/NG0002	Provision of flight ticketing, visa procurement and other travel agency services
3	PIND/NG0003	Provision of hotel accommodation & conference hall facilities in FCT-Abuja, Lagos, Ondo, Edo, Delta, Abia, Imo, Rivers, Cross River, Akwa Ibom and Bayelsa states.
4	PIND/NG0004	Provision of inter and intra state transportation & logistics services – Car hire and taxi services in FCT-Abuja, Lagos, Ondo, Edo, Delta, Abia, Imo, Rivers, Cross River, Akwa Ibom and Bayelsa states.
5	PIND/NG0005	Provision of photography, videography & live streaming services in FCT-Abuja, Lagos, Ondo, Edo, Delta, Abia, Imo, Rivers, Cross River, Akwa Ibom and Bayelsa states.
6	PIND/NG0006	Provision of graphic and creative design, branding and production of materials such as branded stationery, folders, banners, business cards, ID cards, diaries, corporate newsletters, stickers, signages, fliers, brochures, booklets etc. and general branding and printing services nationwide
7	PIND/NG0007	Provision of courier and haulage services nationwide
8	PIND/NG0008	Supply of IT Equipment and accessories, including phones, tablets and other devices to in FCT-Abuja, Warri and Port Harcourt
9	PIND/NG0009	Repair and servicing of ICT equipment such as servers, computers, laptops, printers, scanners, LAN and other network installations, and all other related ICT Equipment installation and maintenance.
10	PIND/NG0010	Provision of security services in in FCT-Abuja, Warri and Port Harcourt
11	PIND/NG0011	Supply and delivery of office furniture to FCT-Abuja, Warri and Port Harcourt
12	PIND/NG0012	Provision of office interior design and partitioning services in FCT-Abuja, Warri and Port Harcourt
13	PIND/NG0013	Provision of internet services in FCT-Abuja, Warri and Port Harcourt
14	PIND/NG0014	Provision of occupational health, safety, firefighting, water survival and defensive driving training services nationwide
15	PIND/NG0015	Supply and installation of solar panels, batteries, inverter equipment, energy-cabins and solar refrigeration equipment nationwide
16	PIND/NG0016	Provision and maintenance of access control systems in FCT-Abuja, Warri and Port Harcourt
17	PIND/NG0017	Provision of electrical installation and maintenance services in FCT-Abuja, Warri and Port Harcourt
18	PIND/NG0018	Provision of catering services in FCT, Abuja, Lagos, Ondo, Edo, Delta, Abia, Imo, Rivers, Cross River, Akwa Ibom and Bayelsa states
19	PIND/NG0019	Supply and maintenance of generators in in FCT-Abuja, Warri and Port Harcourt
20	PIND/NG0020	Provision of cleaning and janitorial services in in FCT-Abuja, Warri and Port Harcourt

21	PIND/NG0021	Provision of architectural drawing and design services
22	PIND/NG0022	Provision of painting, plumbing and building repair/ renovation works in FCT, Abuja, Lagos, Ondo, Edo, Delta, Abia, Imo, Rivers, Cross River, Akwa Ibom and Bayelsa states
23	PIND/NG0023	Supply and maintenance of air conditioners and cooling systems in FCT-Abuja, Warri and Port Harcourt
24	PIND/NG0024	Supply of diesel (AGO) / Petrol/ LPG/LNG in FCT-Abuja, Warri and Port Harcourt
25	PIND/NG0025	Provision of event management services in FCT, Abuja, Lagos, Ondo, Edo, Delta, Abia, Imo, Rivers, Cross River, Akwa Ibom and Bayelsa states
26	PIND/NG0026	Provision of insurance brokerage /underwriting services – comprehensive, premises, vehicles, life, HMO etc.
27	PIND/NG0027	Provision of legal advisory services
28	PIND/NG0028	Provision of audit and other compliance review services
29	PIND/NG0029	Provision of other professional services (software development, training and development, tax advisory services, management consultancy services etc.)
30	PIND/NG0030	Supply of vehicles and automobiles in FCT-Abuja, Warri and Port Harcourt.

#### **CATEGORY 2: Other Consultancy Services**

<b>Item No.</b>	<b>Reference</b>	<b>Category</b>
1	PIND/DB01	Consultancy – Baseline, mid-term, and end-line assessment and research
2	PIND/DB02	Consultancy – PIND personnel retreat, special events management services
3	PIND/DB03	Consultancy – Documentaries, Radio and TV programming, advert/ jingle production in English and Nigerian languages
4	PIND/DB04	Consultancy – Anchor/Acceleration services – i.e. Pitch competitions
5	PIND/DB05	Consultancy - Business planning and development services
6	PIND/DB06	Consultancy – Other research and data collection services
7	PIND/DB07	Consultancy - Marketing strategies and branding services
8	PIND/DB08	Consultancy – Knowledge translation (Development of advocacy materials such as fact sheets, policy briefs etc.)
9	PIND/DB09	Consultancy – Policy and advocacy landscape/ Political economy analysis
10	PIND/DB10	Consultancy – Provision of above the line and below the line marketing services
11	PIND/DB11	Consultancy services on development of databases/dashboards
12	PIND/DB12	Consultancy - Quality Assurance, standards and control services and certification
13	PIND/DB13	Consultancy - Digital platforms and website developers
14	PIND/DB14	Consultancy – Risk, corporate governance and compliance training
15	PIND/DB15	Consultancy – Market research and analysis
16	PIND/DB16	Consultancy – Agric value chain modelling/development
17	PIND/DB17	Consultancy/ Other training, human development, vocational skills & capacity building services

## **I. GENERAL INSTRUCTIONS**

1. Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.
2. Responses to the prequalification questionnaire must be in accordance with the requirements for information in the documents.
3. Answers to the questionnaire should be relevant to the good, services or works applied for and should be as clear and concise as possible.
4. Submission of documents: The expression of interest for prequalification should be submitted strictly via email to:  
**[etender@pindfoundation.org](mailto:etender@pindfoundation.org)**
5. All submitted expressions of interest should be signed by authorized representative of the organization and /or stamped, and submitted with relevant supporting documents such as:
  - i) **Business registration documents and /or Certificate of registration, Incorporation/Memorandum and Articles of Association or government issued identity document (for individuals)**
  - ii) **Audited financial statements for the last 2 years (where applicable)**
  - iii) **Tax identification number and latest tax clearance certificate.**
  - iv) **Bank reference letter**
  - v) **License to practice and /or evidence of membership of professional body or association**
  - vi) **Evidence of experience in similar jobs or supplies**
  - vii) **Company profile and/ or CV for individuals**
6. Expressions of interest may be modified or withdrawn in writing, prior to the closing time specified in this document. Expressions of interest shall not be modified or withdrawn after the deadline.
7. The interested applicant shall bear all costs associated with the preparation and submission of an expression of interest and PIND will not in any case be responsible or liable for any costs incurred.

8. All information given in writing by email in connection with this pre-qualification exercise is to be treated in strict confidence. Interested applicants shall not share or invoke such information to any third party without the prior written approval of PIND. This obligation shall continue even after the prequalification process has been completed whether or not the interested applicant is successful.

## **II. INSTRUCTIONS FOR RESPONDING**

This section addresses the process for responding to this solicitation. Interested applicants are encouraged to review this prior to completing their responses.

### **Qualification and Experience**

Prospective suppliers and service providers are encouraged to provide evidence of having undertaken successful supply and delivery of goods/services to institutions of similar size and complexity as PIND, within the Niger-Delta geopolitical region of Nigeria.

Where such evidence is not available, prospective suppliers and service providers must demonstrate in their submissions their competency, willingness and commitment to meet PIND's pre-qualification and award criteria.

### **Completion of the Pre-qualification Document**

This document includes forms and documents required of prospective suppliers and service providers. To be considered for pre-qualification, interested applicants must submit all the information herein requested and any interested applicant who does not meet all the relevant mandatory requirements will be disqualified

### **Submission and Contact**

Interested and qualified suppliers and service providers should send a copy of the completed pre-qualification questionnaire and other required information to [etender@pindfoundation.org](mailto:etender@pindfoundation.org) not later than **30<sup>th</sup> April 2025** at 23:59pm.

All questions that may arise from the pre-qualification documents should be directed to the PSS department, PIND via [procurement@pindfoundation.org](mailto:procurement@pindfoundation.org) no later than **15<sup>th</sup> April 2025**.

### **Additional Information**

PIND reserves the right to request submission of additional information from interested applicants.

Kindly note that all filled prequalification documents with emailed expressions of interest should be clear, readable, and submitted in a **SINGLE PDF or ZIPPED ATTACHMENT**. The email subject line should be stated as follows:

**EOI – PIND 2025 prequalification for supply of goods/services/works *(including the relevant category code)* e.g. PIND/NG0028 - Provision of audit services**

#### **Pre-qualification Data Forms**

The attached questionnaires PSSPQ-1, PSSPQ-2, PSSPQ-3 are to be completed by prospective suppliers and service providers who wish to be pre-qualified for registration on PIND's vendor database. Pre-qualification forms not filled out completely and submitted in the prescribed manner will not be considered.

All documents that form part of the expression of interest must be written in English language.

#### **Essential Criteria for Pre-qualification**

- a. Prospective suppliers and service providers should have a minimum of 1 year of experience in the supply of goods/ services/works, and/or must demonstrate in their submission the competence, capacity and commitment to service any eventual award from PIND.
- b. Prospective suppliers and service providers must demonstrate experience and capacity to organize supply and delivery of items, or services at short notice.
- c. Personnel: The names and pertinent information of the contact person executing any award from PIND must be indicated in form PSSPQ-2.
- d. Financial Condition: The supplier's financial condition will be determined by the latest audited financial statement submitted along with the prequalification documents and /or a letter of reference from their bankers regarding the suppliers or service provider's credit position. Potential suppliers and service providers will be prequalified based on the information given therein.

Interested applicants should ensure that sufficient evidence of financial capacity to execute an award from PIND is provided.

- e. Past Performance: Past performance will be given due consideration in prequalifying of suppliers and service providers. Letters of reference from past clients should be included in Form PSSPQ-1
- f. Declaration Statement: Expressions of interest must include a declaration statement (Form PSSPQ-3) by the interested applicant vouching for the accuracy of the information provided.

- g. Withdrawal of prequalification: Should a condition arise between the time a firm or individual is prequalified and expressions of interest received opening date which could substantially change the performance and qualification of the prospective supplier or service provider, or their ability to perform such as but not limited to bankruptcy, change in ownership or new commitments; PIND Foundation reserves the right to reject the submission from such supplier or service provider even though they may have been initially prequalified.
- h. Information on prospective suppliers and service providers: For companies, the entity should have a fixed business premises and be registered in Nigeria, with business registration documents and/or a certificate of registration, Incorporation/Memorandum and Articles of Association, copies of which must be provided.
- i. The prospective suppliers and service providers, be it a company or an individual; must show evidence that it has met all statutory tax obligations and has a tax identification number and a recent tax clearance certificate.
- j. PIND will carry out due diligence checks which will include an onsite assessment visit to those applicants that are successfully shortlisted for consideration to be registered in PIND's vendor database

### **III. PRE-QUALIFICATION CRITERIA**

Suppliers and service providers shall be prequalified based on information and data provided in the questionnaire as per the forms PSSPQ-1 and PSSPQ- 2 below:

## GENERAL COMPANY/ INDIVIDUAL INFORMATION

### A. COMPANY PROFILE / CURRICULUM VITAE: FORM PSSPQ-1

1. Company Name ..... (Where applicable)
2. Legal status (partnership / sole proprietor / limited company) ..... (Where applicable)
3. Company Profile / Curriculum vitae – Yes/No ..... (Attach Copy)
4. Company registration certificate Number/Govt Identification doc..... (Attach copy)
5. Nature of business licensed to operate ..... (Attach copy)
6. VAT No / Tax Id Number ..... (Attach copy)
7. Most recent Tax Clearance Certificate (TCC)..... (Attach copy)
8. Contact Person.....

- a. Name .....
- b. Title .....
- c. Tel. No. ....
- d. Postal address: .....
- e. Mobile No.....
- f. Email address.....
- g. Website .....
- h. Physical Location .....

9. Please provide details of Business Owner, Director(s)/Partner(s)/Shareholder(s)

S/No.	Names of Directors & Details:	Gender	Age	Nationality	Tel	Identification	Documents
	Names of partners/shareholders					(Attach Copy)	
	Name of owner						

10. For companies, attach two (2) Years Certified Audited Account Statements.

If in operation for one year and below, please attach company registration certificate, articles of association along with any relevant and verifiable financial data in lieu of 2 years copies of bank statements

11. List of company capital assets



**(B) CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES**  
**FORM PSSPQ –2**

1. What products/services do you want to be considered to supply?

.....  
.....

2. How many employees do you have? .....

a. How many are permanent.....

b. How many are temporary.....

3. Organogram (Attach Copy)

4. Which quality standards certification have you attained in the last two years?

..... (Attach copies)

5. Provide details of your key personnel and attach their CVs and Certifications, (if any)

(Use a separate sheet of paper)

6. What is the country of origin for your goods? .....

7. Are you a manufacturer/wholesaler/retailer/other (please specify) .....

8. If you are not a manufacturer, are you an authorized dealer Yes/No

..... (attach manufacturer's authorization)

9. Acceptance of PIND Payment terms (PIND Standard Payment Terms are **15 working days** from the date of receipt of an error-free invoice (YES/NO) .....

10. Who are your major corporate clients in the past two yrs. State clients name, product or service provided, value of goods, works or service and contact person? Fill in the schedule as detailed below and attach copies of past Purchase Orders (POs)/ Agreements & Contract awards (Not older than 1 year)

PO/Contract award value	Names of Organization	Product/ service provided	Value of business	Contact person	Telephone and email
<NGN 5,000,000					
Up to NGN 10,000,000.					
Up to NGN 20,000,000					
>NGN 50,000,000					

## CONSULTANT DATABASE

For consultants, please fill the relevant portions of the above questionnaire and submit along with any past performance references plus your individual CV /company profile, clearly indicating the relevant category of interest.

PIND will from time to time contact successfully pre-qualified consultants to submit proposals whenever the need arises upon the completion of a successful due diligence check.

### IV. BRIEF PIND CONTRACT GUIDELINES TO NOTE

**Taxes on Import Duties:** PIND is exempted from taxes that are not applicable to NGOs.

**Customs Duties:** In the event of import on behalf of PIND, the supplier shall be responsible for custom clearance of their imported goods and materials.

**Contract Price:** In the event of an award by PIND, the contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the PIND's requirements. Prices quoted should be inclusive of all delivery charges and should be valid for 30 days.

**Payment terms:** All local purchases shall be on credit terms to a maximum of thirty (30) days or as stipulated in a contractual award. Advance payments are not allowed unless under exceptional basis with prior PIND management approval and will not exceed 50% of the total value of the award. Payments for local procurements will always be denominated in the country's currency (Nigerian Naira).

### V. DECLARATION STATEMENT: FORM PSSPQ -3

Having studied the pre-qualification information, we/I hereby state as follows:

- a) The information provided in our expression of interest is accurate to the best of our knowledge.
- b) That in the case of being successfully pre-qualified we/I acknowledge that this provides the right to participate in due time in the submission of tender documents, quotations or proposals based on the provisions in the solicitation document
- c) When a call for Tenders/Quotations/Expressions of interest/Proposals are issued and the legal, technical or financial conditions or the contractual and/or technical capacity of the prequalified company or individual consultant changes, we/I shall inform PIND accordingly and acknowledge PIND's right to review our/my prequalification status.
- d) We/I enclose all the required documents and information required for this prequalification exercise.

**Prospective supplier/service provider' full name** \_\_\_\_\_

**Represented by** \_\_\_\_\_

**Signature** \_\_\_\_\_

**(Name and designation of the person signing (incl. stamp/seal)**

**Date:** \_\_\_\_\_

#### NB:

The information shared is processed and safeguarded in line with PIND's Privacy Policy. For more information visit <https://pindfoundation.org/privacy-policy>