



**RISE TO INSPIRE AFRICA INITIATIVE**  
STATE OFFICE: FLAT 104, BLOCK 18 LEGACY ESTATE GARDEN,  
MAIDUGURI-KANO ROAD, BULLUMKUTU,  
MAIDUGURI, BORNO STATE

**RISE TO INSPIRE AFRICA INITIATIVE  
(RIA)**

**REQUEST FOR EXPRESSION OF INTEREST (Eoi)**

**RIA/NGA/BO/SA/2023**

**(SERVICE AGREEMENT FOR THE LOGISTICS SERVICES IN BORNO STATE)**

Planned Timetable	
Issue Request for Proposal	<i>12th May 2023</i>
Questions from Suppliers due date	<i>15th May, 2023</i>
Suppliers return signed Intent to Bid forms due date	<i>16th May, 2023</i>
Answers to Suppliers questions due date	<i>17th May, 2022</i>
Bid submission due date	<i>19th May, 2022</i>
Bid Opening and Evaluation date	<i>22nd May, 2022</i>
Suppliers visit if applicable	<i>23rd May, 2022</i>
Award of Business/ Contract start	<i>24th May, 2022</i>

### The Purpose of this Request for Expression of Interest (Eoi)

It is the intent of this Eoi to secure competitive proposals to select Supplier(s) for **Rise to Inspire Africa Initiative, Maiduguri Office, Borno State** for the supply of logistics services. All qualified and interested Suppliers are invited to submit their Eoi to [mdg.hr@ria-initiative.org](mailto:mdg.hr@ria-initiative.org) copying [ria.initiative@gmail.com](mailto:ria.initiative@gmail.com) & [mdg.finance@ria-initiative.org](mailto:mdg.finance@ria-initiative.org) clearly stating the category of interest as the subject of the email quoting the reference number to the respective category (e.g., “**Category B, DOMESTIC FLIGHT RESERVATION, REF-RIA/NGA/BO/SA/23/01B**”). Bidder who failed to follow this instruction may not be considered to bid.

CATEGORY	SERVICES AND GOODS CATEGORIES	REFERENCE NUMBER
Category A	VEHICLE/BUS RENTAL	REF-RIA/NGA/BO/SA/23/01A
Category B	DOMESTIC FLIGHT RESERVATION	REF-RIA/NGA/BO/SA/23/01B

The winning Bidder(s) will enter into a fixed price **Service Agreement (SA)** for a period of one (1) month. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in Nigeria. Bidders shall be regular taxpayers and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year 2023. Bidders shall not be under any declaration of ineligibility for corrupt or fraudulent practices.

### Description of Services

Category	Description	Qty	Location	Date Needed
A	An air-conditioned SUV for 4 days within Maiduguri (driver and fueling inclusive)	1	Maiduguri	11th June 2023 and 16th June, 2023
B	Domestic flight booking to and from Maiduguri for 7 people as per the schedule	2	Ilorin to Abuja	10th June 2023
		1	Enugu to Abuja	10th June 2023
		7	Abuja to Maiduguri	11th June 2023
		7	Maiduguri to Abuja	16th June, 2023
		1	Abuja Enugu	16th June, 2023
		2	Abuja to Ilorin	16th June, 2023

### Cost of Bidding

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and RIA hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### The Bidding Documents

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in bid rejection. The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

The Bidding documents shall include the following documents:

- Expression of Interest (EoI) Letter on “Official Letter Head”.
- Certificate of incorporation and Particulars of directors (CAC form Co7)
- Memorandum of Association (as submitted to CAC), showing the objectives for which, the company was established.
- Corporate Profile with list of past & present clients.
- Letter of reference from at least 2 clients that have been provided same service in the past.
- Bank account details on the organization’s letterhead.
- Letter of reference from your banker (stating account number, account name and sort code) OR; a cancelled cheque confirming the bank details.
- Most recent tax clearance certificate.
- Tax Identification Number.
- Any other important documents.

### **Clarification of Bidding Documents**

A prospective bidder requiring clarification of the bidding documents may notify the purchaser in writing at [mdg.hr@ria-initiative.org](mailto:mdg.hr@ria-initiative.org), copying [ria.initiative@gmail.com](mailto:ria.initiative@gmail.com) & [mdg.finance@ria-initiative.org](mailto:mdg.finance@ria-initiative.org). The request for clarification must reach the purchaser no later than **May 12, 2023**. The Purchaser shall respond by e-mail, providing clarification on the bid documents, no later than **May 16, 2022**.

#### **1. Language of Bid**

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in **English Language only**. Any printed literature furnished by the Bidder and written in another language shall be accompanied by a (**English Language**) translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the (**English Language**) version shall prevail.

#### **2. Bid Prices.**

The Bidder shall clearly indicate the unit price of the goods it proposes to supply.

#### **3. Bid Currencies**

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **Nigeria Naira**.

#### **4. Period of Validity of Bids**

Bids shall remain valid for 30 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive. In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

#### **5. Format and Signing**

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder’s company seal.

#### **6. Submission and Marking of Bids:**

Bidder shall submit all documents to RIA via the organizational email here: [mdg.hr@ria-initiative.org](mailto:mdg.hr@ria-initiative.org), copying [ria.initiative@gmail.com](mailto:ria.initiative@gmail.com) & [mdg.finance@ria-initiative.org](mailto:mdg.finance@ria-initiative.org).

### 7. **Modification and Withdrawal of Bids**

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

### 8. **Evaluation Criteria**

All bids received shall be evaluated using the following criteria to determine the winning bid.

<b>EVALUATION CRITERIA</b>	<b>Description</b>	<b>Weight (%)</b>
<b>Delivery terms</b>	Refers to Bidder providing the most advantageous delivery timeline with detailed work plan/schedule	15%
<b>Payment Terms</b>	Refers to Bidder's ability to demonstrate relevant experience and technical knowledge of the goods and services required, experience working with RIA and other INGOs.	5%
<b>Financial Proposal</b>	Offer as per Price list	50%
<b>Past Experience</b>	Refers to Bidder's ability to demonstrate relevant experience and technical knowledge of the goods and services required, experience working with NNGOs and other INGOs.	15%
<b>Suppliers visit Assessment on capacity</b>	This refers to the quality of the product quoted by the bidder, the IRC shall verify the sample quality by visiting business locations for goods and services inspection	15%
<b>Total</b>		<b>100%</b>

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

#### **Preliminary Examination**

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

##### **1. Contacting the Purchaser**

No Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded, or the selected qualified supplier is announced.

##### **2. Notification of Award**

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and, selected for Master Purchase Agreement for the specific goods and/or services. At this stage RIA may also choose to negotiate with the selected bidder to finalize the offer.

##### **3. Contract award and notification**

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Master Purchase Agreement and perform its obligations satisfactorily.

##### **4. Warranty**

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products) and meet the Purchaser's specifications.

The warranty shall remain valid for a period as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bids advantages and shall in no case be less than that which is provided for by **Nigeria** Law if any.

**5. Inspection**

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them, and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

**6. Price Schedules and Location**

Vendors interested in the provision of Goods/Services to RIA, Borno Office should NOTE that quoted Prices should include Transportation costs.

Payment will be made through bank transfer on satisfactory completion of delivery of Goods by the Purchaser within two weeks of receipt of invoice in conjunction with a signed received certificate of delivery/completion.

Extra charges associated with the above Goods shall be invoiced and paid at the same terms set above.

**7. Disclaimer**

The Purchaser reserves the right to alter the dates of the timetable.  
The Purchaser does not bind itself to accept the lowest or any proposal.

**8. Bidder Non-Collusion Statement**

RIA prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- I. Members of the same family submit separate bids for the same tender
- II. Separate companies owned by the same person submit separate bids for the same tender
- III. Employees of a bidding company submitting separate bids through companies they own for the same tender
- IV. Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than one companies/ businesses submitting a bid to the same tender. Collusion will lead to RIA disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, RIA may share information relating to this collusion with other aid organizations operating in the region leading to loss of business opportunities for the colluders.

<b>Name of the Bidder:</b>	
<b>Name and Signature of Company</b>	

<b>Representative</b>	
<b>Telephone Number:</b>	
<b>Email:</b>	
<b>Company Stamp/Seal</b>	

**Annex B: Vendor's Information Form**

**RISE TO INSPIRE AFRICA INITIATIVE  
Vendor Information Form**

*The information provided will be used to evaluate the Company before contracting with the RIA.*

**Please complete all fields.**

**Fields marked (\*) are mandatory.**

**Vendor Information**

*Company\Organization Name	
*For individual vendors, provide legal first and last name	
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any	
*Previous names of the company	
*Address	
*Website	
*Phone/Fax Numbers	Phone: _____ Fax: _____
*Primary Contact	First Name: _____ Last Name: _____ Phone Number: _____ Email Address: _____
*Number of Staff	
Number of Locations	
*Name(s) of Company Owner(s) or Board of Directors or CEO	
*Parent companies if any	
*Subsidiary or affiliate companies if any	

**Financial Information**

*Bank Name and Address	
*Name under which company is registered at bank. <b>This field is mandatory if wire transfer is the selected payment method.</b>	
*Specify Standard Payment Terms (Net, 15, 30 days etc.)	

*Payment Method (select all that applies)	Payment By: <i>Kindly note that all payments are going to be via wire transfer.</i>
*Name under which company is registered at bank.	
*Bank account number: This field is to be completed upon notification of awarding of order/contract	
Routing Number This field is to be completed upon notification of awarding of order/contract	
Swift code (if applicable) This field is to be completed upon notification of awarding of order/contract.	

**Product/Service Information**

List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

**Documentations as applicable:**

*Registration	Provided ____ Not provided: ____ Reasons: ____
*Tax ID :	Provided ____

**References:**

*Client 1 Name:	
Email Address:	
Phone	
*Client 2 Name:	
Email Address:	
Phone,	



*Client 3 Name:	
Email Address:	
Phone:	

**Supplier Self-Certification of Eligibility**

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.
6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. Company warrants that, to the best of its knowledge, no RIA employee, officer, consultant, or other party related to RIA has a financial interest in the Company's business activities. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Supplier status and disqualification of Company from participation in future RIA procurements.

By signing the Supplier Information Form, you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all the above statements are accurate and factual.

Company Name: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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**FOR RIA USE**

**This supplier/service provider is approved as an Authorized Supplier (ED's approval required):**

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

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

In summary, while primary prevention is undoubtedly important for child protection in humanitarian action, it should not be prioritized exclusively, because of the following:

1. Outcome cannot be adequately measured to inform decision making process
2. The complexity that comes with implementing primary prevention such as long-term community engagement, awareness campaigns, and behavior change initiatives.
3. Time sensitivity: humanitarian crises often unfold rapidly, leaving little time for extensive primary prevention efforts