

CATHOLIC RELIEF SERVICES ( CRS)  
REQUEST FOR PROPOSALS

Request for Proposals (RFP) for Service Provider to conduct Vocational Skills Acquisition and Entrepreneurial Training in target communities of Yobe State for the Stabilization and Reconciliation in the Lake Chad Region (STaR) Project, financed by the German Ministry for Economic Cooperation and Development (BMZ) through KfW (German Financial Cooperation) on behalf of the Federal Republic of Germany.

RFP Ng: CRS-STAR-NE-2021-07 (REFERENCE TO BMZ NO 2019 40 626)  
PROJECT EXECUTING AGENCY: CATHOLIC RELIEF SERVICES-UNITED STATES CONFERENCE OF CATHOLIC BISHOPS

Catholic Relief Services - United States Conference of Catholic Bishops (CRS) is an international non-governmental organization supporting relief and development work in over 99 countries around the world. CRS programs assist persons based on need, regardless of creed, ethnicity or nationality. CRS has operated in Nigeria since the year 2000 and has implemented different projects in 19 states of the federation.

For over nine years, the Lake Chad Basin (LCB) crisis - impacting Northeast (NE) Nigeria, the Lake Region of Chad, the Region of Diffa in Niger, and the far North Region of Cameroon - has exacerbated existing vulnerabilities, torn apart communities and families, constrained livelihood opportunities, destroyed infrastructure, and dismantled local government's ability to respond to the needs of its citizens. To address the myriad of inter-related and chronic factors inhibiting the recovery of resilient, rebuilt communities in the L.C.B., CRS was awarded the two-year Stabilization and Reconciliation in the Lake Chad Region (STaR) Project, which is financed by the German Ministry for Economic Cooperation and Development (BMZ) through KfW (German Financial Cooperation).

CRS Nigeria Program invites sealed bids from eligible Applicants for the above subject. The Supplier(s) will be selected in accordance with the procedures described in KfW Guidelines for the Procurement of Consulting Services, Works, Good, Plant and Non-Consulting Services in Financial Cooperation with Partner Countries, available online at [https://www.kfw-entwicklungsbank.de/PDF/Download-Center/PDF-Dokumente-Richtlinien/Vergaberichtlinien-2019-Englisch-Internet\\_2.pdf](https://www.kfw-entwicklungsbank.de/PDF/Download-Center/PDF-Dokumente-Richtlinien/Vergaberichtlinien-2019-Englisch-Internet_2.pdf)

The complete RFP guidelines and proposal documents are available for download at <https://tinyurl.com/m2955wzm> or in hard copy at the CRS office at the addresses below. Potential applicants should contact CRS at if they face any technical difficulties when downloading the RFP documents or visit CRS Yola office at the address stated above to pick up the packet of the proposal documents.

Interested applicants MUST ensure that once complete bid package has been successfully downloaded, applicants MUST send the following details to [tenders.star.ngr@crs.org](mailto:tenders.star.ngr@crs.org)

- (1) Name of Applicant:
- (2) Valid Email Address:
- (3) Telephone Number:
- (4) Name of contact person:

**PROPOSAL SUBMISSION:**

Proposals must be submitted in hard copy by courier or hand-delivered. Submissions via courier or hand delivery must be submitted in sealed envelopes and addressed to:

CRS Nigeria Proposal Review Committee for RFP N9: CRS-STAR-NE-2021-07

CRS Yola Office  
No 2, Off Galadima Aminu Way  
Opposite Police Officers Mess, Jimeta  
Yola, Adamawa State

All completed proposals must be delivered by courier or hand-delivered to the above address on or before 5pm Nigeria time on **Thursday 12 August 2021**. Proposals received after this deadline will be rejected.

A registration register of candidates will be available at the CRS office where candidates will be required to provide information and the date and time of submission. It is recommended that all applicants complete this register when submitting their offer before leaving the CRS offices. Courier deliveries MUST also be communicated to fill this register for bid to be accepted.

The Technical Proposal and Financial Proposal must be packaged in two separate envelopes properly sealed and clearly marked on the top right-hand corner 'Technical Proposal CRS-STAR-NE-2021-07 and 'Financial Proposal CRS-STAR-NE-2021-07. The name of the Applicant should be written clearly on the back of both envelopes. The two envelopes should then be enclosed in one single outer POLYETHYLENE TYPE ENVELOPE (Not a paper envelope) and must bear the name, address, and telephone number of the Applicant. If all envelopes are not sealed and marked as required, CRS will declare the Proposal non-responsive and will not consider the submission.

Complete guidance on the submission process and requirements is included in the bid documents.

Bids will be publicly opened online on Friday 13 August 2021 at 10:00 AM. Kindly click the link that will be provided to all registered mail on the scheduled date and time.

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CRS reserves the right to change or cancel the requirement at any time during the Tender and/or solicitation process. CRS also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting a reply to a call for Tender does not automatically guarantee receipt of the solicitation documents when issued.