

DAI

CALL FOR EXPRESSION OF INTEREST (EOI) SUPPLIER'S REGISTRATION STATE
ACCOUNTABILITY, TRANSPARENCY AND EFFECTIVENESS (STATE2STATE) ACTIVITY.

BACKGROUND

DAI, the implementer of the USAID Nigeria State Accountability, Transparency, and Effectiveness (State2State) project, invites qualified applicants to express their interest in the State2State activity. The purpose of the "State Accountability, Transparency and Effectiveness (State2State) Activity is to increase the accountability, transparency and effectiveness of selected states and local governments (LGAs) in Nigeria. This will be achieved by strengthening governance systems (with a focus on public financial management (PFM) and procurement, as well as monitoring and evaluation) related to the delivery of services in key sectors (basic education, primary health care, and water, sanitation and hygiene [WASH]; increasing government responsiveness to citizen needs and priorities, and improving government and civil society capacity to manage conflict (through work on prevention, mitigation and reconciliation with the same sectoral partners, not stand-alone assistance to the police or judiciary).

The Activity is presently being implemented in the following six states: Adamawa, Akwa Ibom, Bauchi, Ebonyi, Gombe, and Sokoto. The Federal component of the activity is focused on facilitating national engagements that impacts work in the focal states and local governments.

Consequently, in accordance with procurement best practice, DAI is calling for Expression of Interest (EOI) from qualified, interested, and duly established companies, suppliers, and service providers in Bauchi and in the States where it operates to participate in the 2021-2022 prequalification of suppliers exercise in any of the below listed goods, services or work area(s):

GOODS/SERVICES/WORKS CATEGORY

REF NO. DESCRIPTION OF GOODS/SERVICES/WORKS

- EOIS2S01 Design and Printing (E.g. manuals, banners, posters, vouchers, reports, stickers, t-shirts, flags etc)
- EOIS2S02 Office Furniture (E.g. tables, chairs, cabinets, workstation, bookshelf etc)
- EOIS2S03 IT Equipment and Consumables (E.g. Computers, printers, projector, toners and cartridges, UPS, Scanners, etc)
- EOIS2S04 IT Service Provider and Networking (e.g. Internet Access, WLAN cabling, PABX, Desk phones setup etc)
- EOIS2S05 Vehicle Repairs and Maintenance
- EOIS2S06 Supply of Motor Spare parts and Accessories (tyres, battery, tow rope, fire extinguisher, jumpstart cable, triangular sign, etc)
- EOIS2S07 Generator Supply-Supply
- EOIS2S08 Generator Repairs and Maintenance
- EOIS2S09 Enterprise Resource Planning (Software development, hosting and deployment)
- EOIS2S10 Hotel Services (E.g. Accommodation for training, workshop seminar, etc)
- EOIS2S11 Non- Food Relief Items and Dignity Kits (E.g. Tents, plastic chairs, plastic tables, sanitary pad, toothpaste, bathing soap, laundry soap, slippers, wrappers, veil, bucket, cups, jerrycan etc)
- EOIS2S12 Office and Household Equipment (Supply of photocopier, UPS, Projectors, Refrigerator, TV, Water Dispenser Inverters system, inverter battery, solar powered equipment etc)
- EOIS2S13 Janitorial Services (Outsource cleaning and fumigation Services, etc)

EOIS2S14 Petroleum Products (AGO and PMS)

EOIS2S15 Health Management Organization (HMO)

EOIS2S16 Print Media Advertising (Newspaper, Content Creation and Publishing, etc)

EOIS2S17 Registered Agent for Vehicle Registration and Renewal of Vehicle Particulars

EOIS2S18 Insurance Brokerage (Personnel, Property, Vehicle, Asset, Fidelity and Good-in Transit etc)

EOIS2S19 Car and Boat Hire Services (Salon cars, minivan, jeep, pickup truck, space-bus, speedboat, canoe, etc)

EOIS2S20 Courier/Bulk Cargo/Haulages Services

EOIS2S21 Construction and Renovation of Infrastructure (Infrastructural upgrade of offices / guest house, construction of safe space, etc)

EOIS2S22 Security Service Company (provision of Man-Guards, etc)

EOIS2S23 Supply, Installation and Maintenance of air-conditioners and its related accessories/parts

EOIS2S24 Travel Agency (E.g. Airline booking and ticketing and protocol service, etc)

EOIS2S25 Partitioning, Structural Installations and Interior Works

EOIS2S26 Supply of Office Stationery and Cleaning Consumables (E.g. printing paper, biros, flipchart, folders, markers, arch lever files, Dettol, detergent, bottled water, dispense water, etc)

EOIS2S27 Supply, Installation and Maintenance of Fire Extinguishers and related accessories/parts

EOIS2S28 Catering Services and Food Vendors (E.g. for group lunch, tea, snacks and refreshment, etc)

EOIS2S29 Supply of Photocopier and Multifunctional Machines including Maintenance (E.g. Machines supply, parts, consumables and maintenance, etc)

EOIS2S30 Facility Maintenance Company (E.g. for Plumbing, electrical and structural repairs, etc).

EOIS2S31 Supply of Communication Equipment (Iridium, VHF, UHF, Thuraya Phone, Thuraya recharge, Thuraya SIM, Installation and activation etc)

EOIS2S32 Fleet management systems including tracking services.

EOIS2S33 Photography and video graphic and editing, including digital communication services.

EOIS2S34 Audit and Taxation services.

EOIS2S35 Branding and Promotional Materials

EOIS2S36 Clearing and Forwarding

EOIS2S37 Consultancy - Editing and Formatting

EOIS2S38 Consultancy - Monitoring and Evaluation

EOIS2S39 Consultancy - Health and Advocacy

EOIS2S40 Consultancy - Opinion Polling and Market Research

EOIS2S41 Consultancy - Training and Capacity Building

EOIS2S42 Consultancy - Data Management

EOIS2S43 Consultancy - GIS Mapping

EOIS2S44 HR Consultancy - Training and Manpower Development

EOIS2S45 ICT Services - Internet, networking, cabling, web designs and Software services

EOIS2S46 Media - Television and Radio Production

EOIS2S47 Media - Video Production

EOIS2S48 Office Supplies - Airtime and recharge cards

IMPORTANT NOTICE:

Existing vendors should consider this EOI as a revalidation exercise and are required to participate. All hitherto existing vendors will be delisted and relisted again through this exercise.

SUBMISSION PROCEDURE AND INSTRUCTIONS:

You are expected to submit your expression of Interest (EOI) to location(s) that you have operational presence only. Hard copies of the EOIs documents should be bound together, sealed in an envelope and marked on the top right side with category reference number and category description. Example "EOIS2S01-DESIGN AND PRINTING. All quotation must be addressed and submitted to the location(s) of interest as listed below:

DAI Offices	SUBMISSION ADDRESSES
HQ-Bauchi	No. 6, Buba Yero Road, Commissioners Quarters, GRA, Bauchi.
Adamawa State Office	State2State Office, Fiscal Responsibility and Transparency Commission, Mahmud Ribadu Street, Opposite Labour Secretariat.
Akwa Ibom State Office	State2State Office, Ibom E-Library by IBB way, Uyo Akwa Ibom State.
Bauchi State Office	No. 6, Buba Yero Road, Commissioners Quarters, GRA, Bauchi.
Ebonyi State Office	Room 208, Osborn La-Palm Royal Resort Ltd, 1, Osborn Avenue, Off Kpirikpiri Road, Mile 50, Abakaliki, Ebonyi State
Gombe State Office	State2State Office, Budget Planning and development partner coordination Office. Along Bauchi Road, Gombe, Gombe State.
Sokoto State Office	No. 1 Tsafe Road, Off Sama Road, Sokoto, Sokoto State.

INSTRUCTION TO PROSPECTING VENDORS

All companies and interested suppliers are required to download DAI Vendor Registration Form by sending an email to this address: s2s_iform_registration@dai.com using this subject 'Request for Vendor Registration Form. An auto responder will email this form to your inbox. Kindly print, complete and submit same as part of your expression of interest documentation. Email submissions are NOT ALLOWED. DAI/S2S reserves the right to accept or reject any application either in whole or in part, and is not bound to give reasons for its decision.

ELIGIBILITY AND SELECTION CRITERIA

The minimum eligibility requirement and selection criteria are as follows:

1. Cover Page (indicating category(s) of interest and related LOT Number(s);
2. Company Profile; registered address(s), official/functional emails, telephone numbers and point of contact for the company;
3. Evidence of legal registration document of the company (CAC registration certificate, FORM CO7 and FORM CO2),
4. Latest Tax Clearance Certificate;
5. Evidence of Financial Capability (Latest Audited Accounts);
6. Bank Reference Letter duly addressed to DAI Procurement Committee;
7. Evidence of Registration with Professional Organizations, Regulatory Bodies, Manufacturers and/or Certificate of Authorized Dealership and Distributorship with Makes, Brands, Equipment, Machine and/or accessories as it relates to field of business endeavor;
8. Evidence of possession of experience in the line of business you are applying for Prospecting Suppliers must provide at least five (5) copies of completed Job Orders and Proof of Deliveries (Delivery Notes or Job Completion Notification) in areas of Business endeavor;

9. Provide reference letters from at least three (5) reputable organizations, preferably NGOs, attesting to active or past business relationship and level of performance (the letters or lists must have relevant addresses, contact persons, telephone numbers and emails) for due diligence confirmation;
10. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification criteria within the shortest possible time.
11. Any other relevant supporting document that could aid your expression of interest.

ADDITIONAL INFORMATION:

- DAI/S2S is Value Added Tax (VAT) exempted but deducts withholding tax (WHT) in compliance with relevant Nigeria Tax Laws.
- For clarification on any aspect of this expression of interest advertisement, please send an email to: s2sprocurement@dai.com quoting "Expression of Interest/Vendor Registration" as the subject of the email. Kindly quote the reference number for specific details about goods/services/work category(s),
- As part of the pre-qualification process, DAI may visit the location(s) of prospecting suppliers or service providers to assess their physical presence, capacity and capability
- Only successful pre-qualified suppliers would be invited to participate in DAI's routine Request for Quotation (RFQ) or Request for Proposals (RFP) for the next one (1) year.
- You are expected to limit yourself to where you have experience, required documentations and operational presence.
- Any unsolicited attempt to influence DAT's internal selection process in favour of any company(s) will result in immediate disqualification.
- A company cannot express interest in more than three (3) categories and must be guided by the following: (a) must have operational presence for each category, (b) must actively operate the business, (c) must express such interest separately for each category with full documentation and requirement that will make it eligible.
- The successful applicants will be registered on State2State suppliers list for the period July 1, 2021-June 30, 2022 and the organization will only deal with the firms that are registered.
- DAI will ensure information that is received from companies and individuals is treated with the utmost confidentiality and shall be for the sole use of the organization.
- The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- Failure to submit any of the mandatory requirements for each category will lead to automatic disqualification from the exercise.
- The supplier's financial capability will be determined by the latest financial statement submitted with the pre-qualification document as well as letters of reference from their bankers regarding suppliers/contractors credit position
- Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- Special consideration will be given to the financial capability to execute orders.

DEADLINE FOR RECEIPT OF EXPRESSION DOCUMENT

All expression of interest documents must be delivered on or before 5:00 pm local time on Monday **14th June, 2021.**

DISCLAIMER

This call for Expression of Interest (EOI) does not amount to a commitment on the part of DAI and nothing in this EOI shall be construed as a form of binding legal contract. DAI reserves the right to accept or reject any or all the submissions without any obligation to inform the affected applicants the ground for the acceptance or rejection. The potential subsequent procurement will be governed by DAI's Procurement Policy and Procedures. This expression of interest advertisement and vendor

Registration Form are provided free of charge to all prospecting suppliers