

HEARTLAND ALLIANCE LTD/GTE  
CALL FOR SUPPLIER'S REGISTRATION

A. BACKGROUND

HALG, the implementer of the USAID Nigeria KP-CARE 1 project, invites qualified applicants to express their interest in the HALG procurement activities. The KP CARE 1 project is presently being implemented in the following six states: Akwa Ibom, Bayelsa, Cross Rivers, Jigawa, Lagos and Niger state.

Consequently, in accordance with procurement best practice, HALG is calling for Expression of Interest (EOI) from qualified, interested and duly established companies, suppliers, and service providers Nationwide to participate in the 2021-2022 prequalification of suppliers' exercise in any of the below listed goods services or work area

B. GOODS/SERVICES/WORKS CATEGORY

| <b>REF. NO</b> | <b>DESCRIPTION OF GOODS/SERVICES/WORK</b>  |
|----------------|--|
| EOIHALG01      | Design, Printing and Branding (E.g., manuals, banners, posters, vouchers, reports, stickers, t-shirts, flags etc.                    |
| EOIHALG02      | Office Furniture (E.g., table, chairs, cabinets, workstations, bookshelf etc.)   |
| EOIHALG03      | IT Equipment and Consumables (E.g., computers, printers, photocopiers, projector, toners and cartridges, UPS, scanners etc.)         |
| EOIHALG04      | IT Service Provider and Networking (E.g., Internet Access, WLAN cabling, Web design, Software services, PABX, desk phone setup etc.) |
| EOIHALG05      | Vehicle Repairs and Maintenance (E.g., Supply of tyres, battery, tow rope fire extinguishers, jumpstart cable, triangular sign etc., |
| EOIHALG06      | Generator supply/Repair/Maintenance - supply, repair, and maintenance  |
| EOIHALG07      | Enterprise Resource Planning (software development, hosting and development  |
| EOIHALG08      | Hotel Services (Accommodation for training, workshop & seminar etc.)   |
| EOIHALG09      | Office and Household Equipment (Refrigerator, TV, Water Dispenser, Inverter system, Inverter Battery, Solar equipment etc.)          |
| EOIHALG10      | Petroleum Products (AGO and PMS)   |
| EOIHALG11      | Health Management Organization (HMO)   |
| EOIHALG12      | Print Media Advertising (Newspaper, content creation and publishing, etc.)   |
| EOIHALG13      | Registered Agent for Vehicle Registration and Renewal of Vehicle Particulars   |
| EOIHALG14      | Insurance Brokerage (Personnel, Property, Vehicle, Asset, Fidelity, and Good-in transit  |
| EOI HALG15     | Car and Boat Hire Services (Salon car, minivan, jeep, pickup truck, space bus, speedboat, canoe etc.)                                |
| EOIHALG16      | Courier/Bulk cargo/Haulages Services   |
| EOIHALG17      | Security Services Company (Provision of Man-Guards)  |
| EOIHALG18      | Supply Installation and Maintenance of Air-conditioners and related Accessories/parts  |
| EOIHALG19      | Travel Agency (Airline booking and Ticketing and protocol services)  |
| EOIHALG20      | Catering services and Food Vendors (for group lunch, tea, snacks, and refreshment etc.)  |
| EOIHALG21      | Facility Maintenance Company (Plumping, electrical and structural repairs etc.)  |
| EOIHALG22      | Partitioning, structural Installations and interior work/ Decorations  |
| EOIHALG23      | Supply of Office Stationery (Printing papers, biros, flipchart, folders, markers, arch level files, staplers, perforators etc.       |
| EOIHALG24      | Supply of Cleaning Materials /Consumables (Dettol detergents, toiletry, disinfectant, bottled water, dispense water etc.)            |
| EOIHALG25      | Supply, Installation and Maintenance of Fire Extinguishers, Fire Alerting System, and related Services                               |
| EOIHALG26      | Office Supply (Airtime and recharge cards)   |
| EOIHALG27      | Consultancy - Audit and Taxation Services  |
| EOIHALG28      | Consultancy - Monitoring & Evaluation, Operations Research   |
| EOIHALG29      | Consultancy - Health, IPC, and Advocacy  |
| EOIHALG30      | Consultancy - Training and Capacity Building   |
| EOIHALG31      | Consultancy - Data Management  |
| EOIHALG32      | Consultancy - Human Resources  |
| EOIHALG33      | Consultancy'- Security & Defensive Driving Training  |

**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.

### C. SUBMISSION PROCEDURE AND INSTRUCTIONS:

You are expected to submit your expression of Interest (EOI) to location(s) that you 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 "EOIHALG01-DESIGN AND PRINTING". All quotation must be addressed and submitted to the location(s) of interest as listed below.

NOTE. Intending vendors MUST not apply for more than street (3) lots or such vendor will be disqualified. If you are applying for more than one lot package all requested documents for all the lots and label appropriately.

| <b>HALG OFFICE</b>   | <b>SUBMISSION ADDRESS</b>   |
|----------------------|---|
| Country Office       | No. 33A, 4th Avenue Gwarimpa II Estate FCT Abuja  |
| Regional Office      | Plot 111, D-line Ewet Housing Estate Uyo Akwa Ibom State                                      |
| Uyo State Office     | No. 26 Abel Damina Drive, Osongama Estate, Uyo Akwa Ibom State                                |
| Eket Office          | No. 6 Nsentuk Street, off SDP Road Afaha Uqua, Eket Akwa Ibom State                           |
| Calabar Office       | No. 4 Pam Ogar Street, State Housing Estate off Marian Road Calabar Cross Rivers State        |
| Ogoja Office         | No. 19 Ikaptang Street Igoji Ogoja, Cross River State   |
| Agege Office         | No.25 Adeyemi Street, off Anuoluwapo Street Agege Lagos                                       |
| Lagos Island Office  | No. 8 Araromi Street, Island Lagos  |
| Badagary Office      | No 90 Alhaja Sinatu Ajayi Road, Morogbo, Off Agbara Bus stop, Badagary Expressway Lagos State |
| Ikorodu Office       | No.75 TOS Benson (Ipakodo) Road Ebute Ikorodu Lagos   |
| Niger State Office   | No. G9 Housing Estate, Behind Jigawa Radio Cooperation Dutse, Jigawa State                    |
| Jigawa state Office  | No.54 Tunga Low-Cost Extention, Off Niteco Road, Minna Niger State                            |
| Bayelsa State Office | No. 30 Osiri Road, Behind Ekeki Police Station, Yenagoa                                       |

### D. ELIGIBILITY AND SELECTION CRITERIA

The minimum eligibility requirement and selection criteria are as follows:

- (1) Cover Page (indicating category(s) of interest and related REF Number(s);
- (2) Company Profile; registered address(s), official/functional emails, contact Name(s) telephone numbers and Physical point of contact for the company.
- (3) Evidence of legal registration document of the company (CAC registration certificate, FORM C07 and FORM C02).
- (4) Latest Tax Clearance Certificate/TIN Certificate.
- (5) Evidence of possession of experience in the line of business you are applying for (If Applicable)
- (6) Prospective Suppliers must provide at least three (3) copies of completed Job Orders/Reference Letters/ Proof of Deliveries (Delivery Notes or Job Completion Notification) in areas of business endeavor from at least three (3) reputable organizations, preferably NGOs or other reputable organization 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 .
- (7) Any other relevant supporting document that could aid your expression of interest

### E. ADDITIONAL INFORMATION:

- HALG 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: [halg\\_procurement@heartlandalliancenenigeria.org](mailto:halg_procurement@heartlandalliancenenigeria.org) 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, HALG 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 HALG'S routine Request for Quotation (RFQ) or Request for Proposals (RFP) for the period this EOI is valid.
- You are expected to limit yourself to where you have experience, required documentations and operational presence.
- Any unsolicited attempt to Influence HALG's Internal selection process in favor 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.
- HALG will ensure Information that is received from companies and individual 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.
- Potential suppliers/contractors will be pre-qualified on the satisfactory information

#### F. DEADLINE FOR RECEIPT OF EXPRESSION DOCUMENT

All expression of interest document must be delivered on or before **5:00pm local time on 21 October, 2021.**

#### DISCLAIMER

This call for Expression of Interest (EOI) does not amount to a commitment on the part of HALG and nothing in this EOI shall be construed as a form of binding leg at contract. HALG 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 HALG's Procurement Policy and procedures.