

06th DECEMBER, 2021

**INVITATION FOR PRE-QUALIFICATION FOR SUPPLIERS / SERVICE PROVIDERS
FOR FINANCIAL YEAR 2022**

Relief to Development Society (REDESO) is a National Non – Governmental Organization (NNGO) whose vision is “A Community where refugees and other vulnerable people have access to equal opportunities”. In partnership with UNHCR, is implementing the project titled “Assistance to Refugees and Asylum Seekers in Camps and Urban Areas”. Part of the funds allocated to this project is intended to be spent in procurement of various goods and services.

As part of preparations for implementation of the project with effective provision of services to Persons of Concern (PoC) in 2022, REDESO invites well-established eligible and credible suppliers to participate in pre-qualification process for provision of various goods and services for financial year 2022.

This pre-qualification is for 19 independent items, suppliers/service providers may apply for more than one specific item and pre-qualification will be on the chosen or specific item(s) as indicated below:

S/N	DESCRIPTION
1.	Provision of office stationery and consumables.
2.	Provision of office supplies i.e (mineral water, sugar, tea bags) etc
3.	Provision of visibility materials i.e (Banner, T-shirts, Sign boards) etc
4.	Servicing office equipment i.e (Printers, Photocopier machine, Computers, Scanners and UPS).
5.	Servicing of office Generators and Air Conditioners
6.	Provision of Vehicle Maintenance and Repair.
7.	Provision of accommodation (Guest House) to Persons of Concern (Refugees).
8.	Provision of Drugs and Medical Products.
9.	Provision of personal care and hygienic supplies i.e (sanitary pads, bar soap, sanitizer, masks) etc
10.	Provision of Internet and Network Support.
11.	Provision of Airtime Vouchers and Electricity (Agent).
12.	Provision of Air ticketing services for both local and international.
13.	Provision of catering services.
14.	Provision of household items (cooking utensils, thermos, basin, cups etc).

15.	Provision of office maintenance and alteration.
16.	Provision of consultancy service for training staff on Fraud awareness and prevention,
17.	Provision of consultancy service for training staff on Monitoring and Control of project performance,
18.	Provision of consultancy service for training staff on Procurement and Supply management,
19.	Provision of consultancy service for training staff on management and improvement of service delivery.

The selection and final shortlisting of the suppliers/providers will be conducted through selection procedures specified in the REDES0 Procurement Policy and Procedures.

THE FOLLOWING WILL BE THE SHORTLISTING CRITERIA

1. Application letter
2. Possession of valid business licence, professional certificate or dealership certification.
3. Presentation of legal certificate of incorporation, business registration, TIN, VAT.
4. Company profile indicating; interalia physical location with a valid Right of Occupancy of office premises or Lease contract which may be inspected for verification.
5. A minimum of 3 good customers recommendation letters.
6. List of Directors, declaration of conflict of interest with REDES0 or UNHCR and any other relevant information.
7. Indicate the list of items/service offered.
8. Evidence of experience working in the same industry

SUBMISSION PROCESS

Interested bidders should submit documents physically in PLAIN SEALED ENVELOPE (*Do not indicate the supplier's name on the envelope*). The envelope should be marked PRE-QUALIFICATION FOR ...(Indicate Description(s)).

Application letter should be addressed to the Chief Executive Officer through the address below not later than **17th December, 2021, 16:30 Hours**.

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