
SUPPLIER REGISTRATION

NIGERIA COUNTRY OFFICE

PERIOD 2020-2022

CLOSING DATE: FRIDAY, DECEMBER 4, 2020

SUPPLIER REGISTRATION NOTICE
SUPPLY AND DELIVERY OF GOODS AND SERVICES FOR THE PERIOD ENDING
DECEMBER 2022

Nutrition International formerly Micronutrient Initiative, is a global organization dedicated to delivery of proven nutrition interventions with a focus on pregnant women, new-born, infant, children under 5 years and adolescents.

Nutrition International (**Nigeria country office**) invites applications from interested, eligible and established firms for registration of supply and delivery of goods and services for the period 2020-2022 in the following categories;

Category No	Category Description
NG/01/2020-2022	Supply of computers, laptops, cameras, servers, UPS, printers, scanners, & consumables.
NG/02/2020-2022	Supply and delivery of general office stationeries.
NG/03/2020-2022	Supply and delivery of design, artwork and printing of Information Education Communication (IEC) Materials.
NG/04/2020-2022	Supply and delivery of promotional items (Shirts, T-shirts, bags, caps, umbrellas, pens, mugs etc.)
NG/05/2020-2022	Provision of Taxis and car-hire services(Abuja)
NG/06/2020-2022	Provision of hotel accommodation and conference services (<i>from the following regions; Abuja, Bauchi, Cross River, Katsina, Kano, Kebbi, Jigawa, Sokoto and Gombe</i>).
NG/07/2020-2022	Provision of Air Travel and Ticketing services (IATA Registered)
NG/08/2020-2022	Provision of photography and videography
NG/09/2020-2022	Provision of event management consultancy service

The complete supplier registration document containing detailed terms and conditions is to be downloaded from Nutrition International website. Interested firms to send their business e-mail address to procurementAfrica@NUTRITIONINTL.ORG for purpose of releasing an addendum should any arise.

Duly completed supplier registration document together with the required supporting documents should be zipped together and sent to bidsNIGERIA@nutritionintl.org so as to be received on or before **Friday December 4,2020**. The e-mail subject line must clearly indicate the CATEGORY NUMBER you are applying for e.g. **“NG/01/2020-2022”**

INSTRUCTIONS FOR SUPPLIER REGISTRATION.

1.1. Introduction

Nutrition International invites applications from interested, reputable and eligible firms for registration of supply and delivery of goods and services for the period **2020 to December 2022**. Interested suppliers are invited to submit the required documentations for possible consideration. Firms whose applications are successful will be engaged on a need basis through a competitive process.

1.2. Attachments and Documentation

This document includes Attachments and list of mandatory documentations to be submitted by the interested firms. The list of documents to be submitted are as listed in Attachment A. The following Attachments form part of this document;

Attachment A – Selection Criteria
Attachment B – General Information
Attachment C – References
Attachment D – Sworn in Statement

1.3. Selection Criteria.

In order to be considered for registration, interested suppliers must submit all the documentation requested including filling in the required information under Attachment B C and D. It is the responsibility of each supplier to ensure the accuracy and completeness of the information given. Incomplete information will lead to automatic disqualification.

Past performance will be given due consideration in the selection of firms. Interested suppliers must have carried out successful supply and delivery of similar items / services to other institutions and demonstrate the willingness and commitment to meet the registration criteria as set in Attachment A.

To arrive at the most competent and established firms, Nutrition International will conduct a site visit to all the firms that have met the registration criteria to further assess their capacity and the authenticity of the information submitted. Firms are required to provide the exact location of their fixed business premises which must be in Kenya. Nutrition International reserves the right to contact the organizations provided as references without prior notification to the firm.

It is understood and agreed that the supplier registration data on prospective firms is to be used by Nutrition International in determining, according to its sole judgment and discretion, the qualifications of prospective firms to perform in respect to the category as described. Prospective suppliers will not be considered qualified unless in the judgment of the Nutrition International they possess the capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods and services.

1.4. Clarification

Questions that may arise from the supplier registration document must be directed to procurementAfrica@NUTRITIONINTL.ORG. Nutrition International reserves the right to request additional information from prospective suppliers.

1.5. Language

All the documents that form part of the supplier registration must be written in English

1.6. Removal from the approved supplier list

Should a condition arise between the time the firm is registered to bid which in the opinion of Nutrition International could substantially change the performance and qualification of the firm or its ability to perform such as but not limited to bankruptcy, fraud, corruption, non-performance, change in ownership or new commitments. Nutrition International reserves the right to remove the firm from the list of registered suppliers.

1.7. Taxes and Custom Clearance

It is the responsibility of the supplier to pay all taxes payable as applicable for all goods and services to be supplied. Additionally, suppliers shall be responsible for custom clearance of their imported materials.

1.8. Contract Price and Payments

The contract shall be of unit price against the quantities required. Prices quoted must be inclusive of all delivery charges and applicable taxes. All purchase shall be on credit of a minimum of thirty (30) days.

1.9. Anti-Fraud and Corruption

Nutrition International has zero tolerance for fraud and corruption and expects the suppliers to share Nutrition International's values of integrity and transparency as a trusted partner. The supplier therefore commits to preventing and detecting corruption and bribery in accordance with Nutrition International's Anti-Fraud and Corruption policy. Information with respect to any actual or suspicious corrupt or fraudulent practice in relation to any procurement can be forwarded to confidential@nutritionintl.org.

ATTACHMENT A
SELECTION CRITERIA

Instructions

Documents must be named appropriately.

I. MANDATORY REQUIREMENT

No	Criteria
1.	Valid Copy of certificate of Incorporation/registration
2.	Valid Business License
3.	Dully filled forms in Attachment B,C,D
4.	Copy of a valid Tax Clearance Certificate
5.	Valid Copy of Value Added Tax certificate

II. TECHNICAL EVALUATION CRITERIA

Category No	Category Description	Documents Required for each category
1. Goods		
NG/01/2020-2022	Supply of computers, laptops, cameras, servers, UPS, printers, scanners, & consumables.	<ul style="list-style-type: none"> a) Copies of FOUR signed contracts/LPO of similar assignments whose total value is greater than or equal to NGN 5,000,000 The contracts must have been issued between 2018 and 2020. b) Reference letter for the FOUR firms whose contracts are listed above. The reference must appear in the organizations' letter head. c) Attach manufacturer's authorization letter or a letter from an authorized dealer who is authorized by the manufacturer to supply their products. <i>(Letters from Authorized dealers should be accompanied with the dealers 'manufacturers' authorization)</i>
NG/02/2020-2022	Supply and delivery of general office stationeries.	<ul style="list-style-type: none"> a) Copies of FOUR signed contracts/LPO of similar assignments whose total value is greater than or equal to NGN 2,500,000. The contracts must have been issued between 2018 and 2020.

Category No	Category Description	Documents Required for each category
		b) Reference letter from the FOUR firms whose contracts are listed above. The reference must appear in the organizations' letter head.
NG/03/2020-2022	Supply and delivery of design, artwork and printing of Information Education Communication (IEC) Materials.	a) Copies of FOUR signed contracts/LPO of similar assignments whose total value is greater than or equal to NGN 5,000,000 . The contracts/LPO must have been issued between 2018 and 2020 .
NG/04/2020-2022	Supply and delivery of promotional items (Shirts, T-shirts, bags, caps, umbrellas, pens, mugs etc.)	b) Reference letter for the FOUR firms whose contracts are listed above. The reference must appear in the organizations' letter head.
2. Services		
NG/05/2020-2022	Provision of Taxis and car-hire services (in Abuja)	a) Copies of FOUR signed contracts/LPO of similar assignments whose total value is greater than or equal to NGN 1,200,000 . The contracts/LPO must have been issued between 2018 and 2020. b) Reference letter for the FOUR firms whose contracts are listed above. The reference must appear on the organizations' letter head. c) List of at least 8 cars with their registration number. d) Provide copies of logbook for the listed cars.
NG/06/2020-2022	Provision of hotel accommodation and conference services (<i>from the following regions; Abuja, Bauchi, Cross River, Katsina, Kano, Kebbi, Jigawa, Sokoto and Gombe</i>).	a) Must be a classified Hotel with the Ministry of Natural Resources and Tourism. b) Registered with A MEMBER OF RELEVANT AUTHORITY in NIGERIA and a copy of certificate submitted. c) Copies of FOUR signed contracts/LPO of similar assignments whose total value is greater than or equal to NGN 3,200,000 . The contracts/LPO must have been issued between 2018 and 2020. d) Reference letter for the FOUR firms whose contracts are listed above. The reference must appear in the organizations' letter head.
NG/07/2020-2022	Provision of Air Travel and Ticketing services (IATA Registered)	a) Copy of IATA Registration certificate. b) Copies of FOUR signed contracts/LPO of similar assignments whose total value is greater than or equal to

Category No	Category Description	Documents Required for each category
		<p>NGN 1,600,000. The contracts/LPO must have been issued between 2018 and 2020.</p> <p>c) Reference letter for the FOUR firms whose contracts are listed above. The reference must appear in the organizations' letter head.</p>
3. Consultancies		
NG/08/2020-2022	Provision of photography and videography	<p>a) Copies of THREE signed contracts of similar assignments whose total value is greater than or equal to NGN 3,200,000. The contracts must have been issued between 2018 and 2020.</p> <p>b) Reference letter for THREE firms whose contracts are listed above. The reference must appear in the organizations' letter head. Must have at least 5 years of experience on relevant field if individual and 10 years if company.</p> <p>c) Curricular vitae of the Lead Consultant and a certificate of their highest level of education.</p>
NG/09/2020-2022	Provision of event management consultancy service	

Please note that Nutrition International reserves the right to conduct a site visit to all successful firms.

ATTACHMENT B
GENERAL INFORMATION

Legal (official) name(s) of the institution/company	
Owner Name (if different from above)	
Business Address (Mailing)	
Business Address (Physical - if different form mailing)	
Contact Person Phone Fax Website Email address of contact	

Nationality of owners			
	Name	Nationality	ID/PPT NO
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**ATTACHMENT C
REFERENCES**

Provide 4 current customer references, listing customer, phone number, contact person, *contact's e-mail* and a description of the product or service provided as per the format below. (If you need additional space please use a separate page.)

Name of Organization/Business			
Name of Contact Person		Title	
E-mail:		Phone:	
Type of product / service provided to client			

Name of Organization/Business			
Name of Contact Person		Title	
E-mail:		Phone:	
Type of product / service provided to client			

Name of Organization/Business			
Name of Contact Person		Title	
E-mail:		Phone:	
Type of product / service provided to client			

Name of Organization/Business			
Name of Contact Person		Title	
E-mail:		Phone:	
Type of product / service provided to client			

**ATTACHMENT D
SWORN STATEMENT**

Having studied the supplier registration document , we hereby state that:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) We acknowledge being prequalified will give us an opportunity to participate in the restricted tender or request for quotation.
- c) The Nutrition International does not guarantee revenue to us as a result of this prequalification
- d) We will not engage in corrupt practices with the Nutrition International members of staff and or its directors.
- e) We have not been debarred from participating in Nutrition International procurement proceedings.
- f) When our legal, technical, financial conditions or the contractual capacity of our firm changes, we will volunteer to inform you of the status and acknowledge your right to review the pre-qualification.
- g) We enclose all the required documents and information for the registration evaluation.

Applicant's Name

Designation

Signature

Date

Company stamp.....

(This Attachment must be in the organization letterhead)