

TPO Nigeria Invitation to Tender

TPO Nigeria, an international organization with operations in the DRC, Uganda, and Nigeria, specializes in Mental Health and Psychosocial Support (MHPSS), Child Protection, Education in Emergencies, WASH, Reintegration, Nutrition, and Livelihoods. TPO Nigeria invites all prospective vendors and service providers to apply for the tender for the supply of Start-Up Kits for beneficiaries of a livelihood project in Bama LGA of Borno State, Nigeria

Tender Reference: NTD-NIG-TPO/UNDP-2025-001

Subject: Tender for Supply of Start-Up Kits for Small-Scale Business

Purpose of the Call for Tender: TPO Nigeria invites qualified vendors to submit bids for the supply of starter kits for beneficiaries of a livelihood project in Bama LGA of Borno State, Nigeria. The project supports diverse skill sets, and the procurement is divided into three lots based on similar skill categories.

Tender Submission: The tender document must be submitted in a sealed envelope marked "Tender for Supply of Start-Up Kits" and the lot number must be indicated. All documents and information required by the tender dossier should be included. Late submissions will not be accepted.

Submission Address: TPO Nigeria Office

No 33, Baba Musami Street, Adjacent Shettima Arfo Close, Jiddari Polo, Maiduguri, Borno State.

Submission Deadline: All documents must be received on or before 28th January 2025 at 4:30 PM local Nigerian time.

Instructions to Bidders:

1. Response Format:

- Vendors should apply for a maximum of 2 Lots.
- Original paper copy placed in a sealed non-identifiable envelope.
- Electronic submissions are not accepted.

2. Content of Response:

- Company Registration in Nigeria (Corporate Affairs Commission).
- Tax Identification Number and recent Tax Clearance Certificate(s).
- Bank account details and a letter from the bidder's bank guaranteeing solvency.
- Audited financial statements for the last one year (recommended).
- Completed supplier questionnaire (Appendix A).
- Completed Items List and Prices

3. Evaluation Criteria:

- Administrative Compliance (CAC, Tax Clearance etc)
- Financial Assessment
- Customer References
- Technical Capacity (Core activities, product in stock, value of stock, holding dedicated stock
- Delivery lead time
- Warranty and Quotation validity
- Price Competitiveness

4. Costs of Preparing Offers: All costs incurred by the bidder in preparing and submitting the offer are not reimbursable.

5. Notification of Selection: Successful bidders will be contacted for the next steps, including signing and respecting TPO Nigeria's terms and conditions.

6. Ownership of Offers: TPO Nigeria retains ownership of all offers received.

7. Environmental Responsibility: TPO Nigeria is committed to environmental protection and expects suppliers to adhere to sustainable practices.

APPENDIX A: SUPPLIER QUESTIONNAIRE (Interested vendors are expected to fill out the questionnaire below)

Company Name:	
Company Address:	
Contact Name:	
Contact Position/title:	
Contact Details (Phone / Email):	

Evaluation Criteria	Questions	Response
Administrative Compliance		
	Is your company registered in Nigeria? Please provide a copy of your CAC Registration Certificate.	
	Do you have a recent Tax Clearance Certificate? Please attach.	
	Do you have an office in Maiduguri? If yes, please provide the address.	
Financial Assessment		
	Can you provide audited financial accounts upon request?	
	What is your yearly income in NGN over the last 2 years?	
	Last Year:	
	Previous Year:	
	Can you provide a solvency certificate issued by your Bank? If yes, please attach.	
Customer References		
	Do you have previous experience with TPO Nigeria? If yes, detail the period, products/services provided, and volumes.	

	Provide names and contacts of 3 humanitarian organizations to whom you have supplied similar products.	
Technical Capacity		
	What is your company's core activity?	
	Do you have products in stock? If yes, where are the stocks located?	
	What is the average volume/value of your stock?	
	Can you hold dedicated stock for TPO? If yes, specify the volume and duration.	
	Are you the sole distributor of any of the quoted products? If yes, list the products and attach dealership certificates.	
Delivery Lead Time		
	What is the delivery lead time for the items you quoted?	
	What is the maximum number of kits you can deliver within the specified lead time after receiving the contract?	
	Do you have your own delivery trucks and drivers? If not, do you have regular arrangements with a transport company?	
Warranty and Quotation Validity		
	What is the validity of your offer? (Minimum: 90 days).	
	Will you offer fixed prices for 6 months/1 year if awarded the contract?	
	Do you accept cheque or bank transfer as payment? (TPO does not settle bills in cash).	
	How long will it take you to replace defective products (in days)?	

APPENDIX B: ITEMS LIST

LOT 1: Agricultural and Animal Husbandry Skills (Interested vendors are expected to fill out the columns for unit price and total price in Nigerian Naira)

Item No.	Livelihood Skill	Item Description	Unit	Quantity	Unit Price (NGN)	Total Price (NGN)
1	Goat rearing	Feeds	Kg	81		
		Goat (male and female)	Goat	162		
		Vaccination	Lump	81		
		Feeds (Cowpea (bean/wake) Husk 50kg)	kg	162		
		Feeds (Groundnut haulms 50kg)	kg	162		
		Feeding trough (wooden)	Pcs	162		
		Basin (medium size rubber basin washer)	Pcs	162		
2	Micro-Garden ing	Rain boots	Pcs	50		
		Watering can	Pcs	50		
		Hand gloves	Set	50		
		Sacks	Packet	50		
		Rake	Pcs	50		
		Hoe	Pcs	50		
		Spinach	Packet	50		
		Sorrel	Packet	50		
		Tomato	Packet	50		
		Green pepper	Packet	50		
		Lettuce	Packet	50		
		cabbage	Packet	50		
		Red pepper	Packet	50		

		Fertilizer	KG	50		
		Baskets	Pcs	50		
		Shovel	Pcs	50		
		Sprayer	Pcs	50		
		Insecticide	Liters	200		
3	Poultry Farming	Feed	Kg	135		
		Feeding trough and drinking	Pcs	9		
		Poultry birds	birds	90		
		Room/Cage	sqm	9		
		Feeds (Chikun) (Combination of starter and finisher)	kg	360		

LOT 2: Food Processing and Preparation Skills (Interested vendors are expected to fill out the columns for unit price and total price in Nigerian Naira)

Item No.	Livelihood Skill	Item Description	Unit	Quantity	Unit Price (NGN)	Total Price (NGN)
1	Food vendors -Kosai, Awara & Pancake	Soya beans	KG	230		
		Flour	KG	230		
		Stool	Pcs	46		
		Firewood coal pot (9" by 8")	Pcs	46		
		Frying pan	Pcs	46		
		Perforated cheffing spoon	Pcs	46		
		Plastic bucket with lid- (10 liters)	Pcs	46		
		Basin	Pcs	46		
		Spices	Dozen	92		
		Salt	Packet	92		
		Table	Pcs	46		
		Tray	Pcs	46		
		Bench (1ft by 2 meters)	Pcs	46		
		Beans (White beans)	KG	322		
		Vegetable oil	Liter	368		
2	Groundnut processing	Basin (Medium size)	Pcs	40		
		Aluminum fabricated perforated cheffing spoons (medium and big)	Pcs	40		
		Colinda (medium sizes)	Pcs	40		
		Pestle and mortar	Set	40		
		Frying Pan (medium size, made of aluminum)	Pcs	40		
		Raw groundnut	KG	200		

		Salt	Packet	400		
		Transparent buckets with lids (10 liters)	Pcs	80		
		Chopping board	Pcs	120		
		Spices	Dozen	160		
		Wooden stool	Pcs	40		
		Raw groundnut (Kampala type)	KG	600		
3	Roadside - food vendor Farming	Beans	KG	64		
		Stool	Pcs	64		
		Firewood coal pot (9" by 8")	Pcs	64		
		Cooking pot (Large Size)	Pcs	64		
		Groundnut oil	Liter	128		
		Perforated cheffing spoon and basin	Pcs	64		
		Plastic bucket with lid- (10litres)	Pcs	64		
		Salt	Packet	128		
		Plates, spoons, and cups	Set	64		
		Tray	Pcs	64		
		Bench (1ft by 2 meters)	Pcs	64		
		Table	Pcs	64		
		Rice (Clean non-stone rice)	KG	1152		
		White Beans	KG	128		
		Basin (small-size rubber basin washer)	Pcs	128		
4	Spaghetti processing	Kitchen Knife	Pcs	2		
		Mat for spreading spaghetti (2 in one mat)	Pcs	2		
		Plastic bucket- transparent (5 Liters)	Pcs	2		

		Santana nylon	Dozen	2		
		Spaghetti making machine	Pcs	2		
		Groundnut oil	liters	4		
		Wooden mixing desk	Piece	2		
		Transparent buckets with lids (5 liters)	Pieces	4		
		Table	piece	2		
		Bench (1ft by 2 meters)	piece	2		
		Rope	Yard	40		
		Normal flour	KG	30		

Lot 3: Retail and Miscellaneous Skills (Interested vendors are expected to fill out the columns for unit price and total price in Nigerian Naira)

Item No.	Livelihood Skill	Item Description	Unit	Quantity	Unit Price (NGN)	Total Price (NGN)
1	Incense Making	Halut (KG)	KG	22.5		
		Musik	KG	55		
		Hawi	KG	55		
		Scent	Bottle	330		
		Plastic rubber	Pcs	275		
		Sugar	KG	165		
		Jawi	Pcs	110		
		Sandal Powder	Pcs	220		
		Farce	Bunch	55		
		Farce Powder	Bunch	275		
		Lapinta for Humra (Small)	Bottle	10		
		Lapinta for Humra (Big)	Bottle	55		
		Oil Perfume for Humra (70 ml)	Bottle	275		
2	Kayan Koli Roadside - food vendor Farming	Earrings & necklace	Dozen	102		
		Eye pencil	Dozen	204		
		Eye shadow(small)	Dozen	102		
		Kibiya	Pcs	306		
		Lipstick (water and normal)	Dozen	306		
		Powder	Pcs	306		
		Ribbon	Dozen	306		

		Set of 7-piece Brush	Set	102		
		Comb (Natural hair finger-like comb)	Pcs	816		
		Eye pencil	Dozen	408		
		Henna (ZHE JIANG)	Pcs	2040		
		Mirror (local small hand wooden mirror)	Pcs	1020		
		Powder (Facial small powder e.g IMAN)	Pcs	816		
		Basin (Big size rubber basin washer)	Pcs	102		
		Tray (Stainless round shape big tray that can cover the basin)	Pcs	102		
3	Provision - Kayan Table	Table	Pcs	139		
		Match-sticks	Packet	139		
		Bubble gum	Packets	278		
		Nigerian rice	KG	556		
		Salt	Packet	278		
		Seasoning cubes - Maggi	packet	278		
		Sugar	KG	417		
		Transparent buckets with lids (10 liters)	Pcs	139		
		Washing soap (bars) and detergent	Set	4170		
		Bench (1ft by 2 meters)	Pcs	139		
		7-7 biscuits.	Carton	695		
		Mosquito coil	Carton	139		
4	Soup ingredients	Table (36 inches wide x 48 inches long.	Pcs	11		
		Dry Okra	KG	88		
		Kuka	KG	88		

		Palm oil	Liters	55		
		Potash	KG	22		
		Raw groundnut	KG	55		
		Nigerian Rice	KG	55		
		Seasoning cubes Onga	Pack	22		
		Matches	Packet	22		
		Bench (1ft by 2 meters)	Pcs	11		
		White beans	KG	110		
		Vegetable oil	Liters	44		
5	Cap-Knitting	Knitting needles	Pcs	10		
		Measuring Tape	Pcs	1		
		Scissors (fabrics)	Pcs	1		
		Tapestry Needles	Pcs	10		
		Yarn (different colors)	rolls	50		
		Bakta	Pcs	70		
6	Briquette Making	Sieve	liter	30		
		Rain boot	Pcs	30		
		Gloves	Set	30		
		Fabricator	Pcs	30		
		Mold	Pcs	30		
		Dry sheet	Pcs	30		
		Container	Pcs	30		
		Starch	Packet	90		
		Soda	Packet	90		
		Packaging sack	Pieces	150		

		Buckets	Pieces	30		
		Drum carbonizer	Pieces	30		
		Pestle and mortar (Medium size)	pieces	30		

Quality Assurance:

- Suppliers are responsible for ensuring that the goods delivered meet the agreed quality standards.

Contact Information: For any inquiries, please contact:

- hdalandi@tpordc.org

APPENDIX C: BANK SOLVENCY CERTIFICATE

Note: This is a sample document. The actual bank solvency certificate should be issued on the bank's letterhead, signed by an authorized officer, and include the bank's seal or stamp for authenticity.

To Whom It May Concern,

Re: Bank Solvency Certificate for [Company Name]

This is to certify that [Company Name], having its registered office at [Company Address], is maintained a current account with us since [Account Opening Date]. The account number is [Account Number].

We hereby confirm that, based on our records and dealings, [Company Name] is solvent and in good financial standing with our bank as of the date of this certificate. The company has demonstrated satisfactory banking operations and economic stability.

[Company Name] has met all its financial commitments in a timely manner, and there have been no overdue obligations or any signs of financial distress that we are aware of. This certificate is issued at the request of [Company Name] for the purpose of participating in the tender process for TPO Nigeria.

This certificate does not imply any guarantee or commitment on the part of the bank regarding any future financial transactions or obligations of [Company Name].

Yours faithfully,

[Bank Officer's Name]

[Bank Officer's Title]

[Bank Officer's Contact Information]

[Bank Seal or Stamp]