

February 07, 2024

**CALL FOR EXPRESION OF INTEREST**

**Prequalification of Suppliers for Goods & Services (FY 2024-25)**

**Introduction:**

**Médecins Sans Frontières (MSF)** translates to Doctors without Borders. We provide medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. Our teams are made up of tens of thousands of health professionals, and logistic and administrative staff - bound together by our charter. Our actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. We are a non-profit, self-governed, member-based organization.

MSF works in over 70 countries globally and has been working continuously in Nigeria since 1996. **MSF West and Central Africa -(MSF-WaCA)** is currently operating in 5 countries of Africa. In Nigeria we are present in two states: Cross River (Southern part of the country) and Kano (Northern part of the country) & Coordination Office in Abuja FCT.

We are launching ``Call for Expression of Interest `` to update our local supplier’s data base for goods and services in **Abuja**, and cordially invite both existing and new suppliers to submit their expression of interest for the below categories.

**Note: Only Abuja FCT- based suppliers are eligible to apply**

<b>Name of Business/Company legal name</b>	
<b>Business Registration Number:</b>	
<b>Tax Identification Number (TIN #)</b>	
<b>Nature of Business:</b>	<input type="checkbox"/> Retailer <input type="checkbox"/> Wholeseller <input type="checkbox"/> Distributor <input type="checkbox"/> Manufacturer
<b>Business Address:</b>	
<b>Name of the Business Owner/Manager</b>	
<b>Mobile /Phone Number:</b>	
<b>Email address:</b>	
<b>Name of contact person (if different to point 3)</b>	
<b>Previous working experience with INGO/NGO</b> <input type="checkbox"/> 01 to 05 Years <input type="checkbox"/> 06 to 10 Years <input type="checkbox"/> 11 and above	<b>Can you fix price for:</b> <input type="checkbox"/> Three Months <input type="checkbox"/> Six Months <input type="checkbox"/> Twelve Months
<b>Delivery time (how many days after receipt of purchase order)?</b>	
<b>Can you deliver for free to our office or warehouse in Abuja?</b>	
<b>Availability in your stock of sufficient quantities requested by MSF?</b>	
<b>Mode of Payment [MSF is just working with Bank Transfer]</b>	<b>[CASH] [BANK TRANSFER]</b>
<b>Bank and Account number</b>	
<b>The MSF Payment Process requires 15-20 Working Days.</b>	Are you Agree: Yes [ ] - No [ ]

**PLEASE “CHECK” THE RELEVANT CATEGORY FROM BELOW CAN DESCRIBE YOUR BUSINESS.**

CODE	CHECK	CATEGORY / DESCRIPTION
PQ/ABV/SUPP/01	<input type="checkbox"/>	SUPPLIES - FOOD ITEMS (Meat, Vegetables & Fruits, Dry Food, Coffee Break etc.)
PQ/ABV/SUPP/02	<input type="checkbox"/>	SUPPLIES – HYGIENE ITEMS
PQ/ABV/SUPP/03	<input type="checkbox"/>	SUPPLIES – PLUMBING / WATSAN SUPPLIES
PQ/ABV/SUPP/04	<input type="checkbox"/>	SUPPLIES – IT EQUIPMENT & ACCESSORIES
PQ/ABV/SUPP/05	<input type="checkbox"/>	SUPPLIES – OFFICE STATIONERY
PQ/ABV/SUPP/06	<input type="checkbox"/>	SUPPLIES - OFFICE & HOUSEHOLD FURNITURE
PQ/ABV/SUPP/07	<input type="checkbox"/>	SUPPLIES - GENERAL ORDER SUPPLIER
PQ/ABV/SUPP/08	<input type="checkbox"/>	SUPPLIES – SUPER STORE
PQ/ABV/SVCS/01	<input type="checkbox"/>	SERVICES – PRINTING & BRANDING SERVICES
PQ/ABV/SVCS/02	<input type="checkbox"/>	SERVICES - CAR RENTAL SERVICES
PQ/ABV/SVCS/03	<input type="checkbox"/>	SERVICES – MOVERS & GOODS TRANSPORT SERVICES

**Disclaimer:** Bidders are notified that, the call for expression of interest does not serve as contract or agreement whatsoever and doesn’t bear any financial compensation in responding to this call for expression of interest.

Name & Designation

Signature & Date

Company / Firm Stamp

**Please submit the below mentioned documents:**

1. Filled supplier's registration form
2. Company Profile
3. Certificate of incorporation of business including active CAC.
4. Copy of Active Tax Identification Number
5. Certificate from the Bank for Account Maintenance
6. Authorize Dealer Ship Certificate (where applicable)
7. Proof of substantial / orders completed for the category you are applying for i.e. copy of supply order, work order of previous transactions etc.) and recommendation if available.
8. Clear physical shop/company address with email and phone number.

**Note:** Kindly fill the vendor registration form sign & stamp, and to be submitted alongside the above-mentioned documents. Any application after the closing date **i.e. February 21, 2024** will not be considered. Qualified and eligible vendors are encouraged to apply.

Address your sealed envelope to MSF Waca office located at **PLOT # 722, K CLOSE, FIRST AVENUE, GWARIMPA ESTATE, ABUJA** by **February 21, 2024 before 4:00 pm.**

or

You can send soft copies attention to Supply Manager by email [msfw-nigeria-supplymanager@waca.msf.org](mailto:msfw-nigeria-supplymanager@waca.msf.org)

For further inquiry, please contact through: [msfw-nigeria-supplymanager@waca.msf.org](mailto:msfw-nigeria-supplymanager@waca.msf.org) or call on **07044196765** (During 08:00am to 05:00pm - Monday to Friday).