



Name of Signature Program:	Naija Unlock
Agresso Work order:	NG1001
Country:	Nigeria
RFP No.	20240706NG

EXPRESSION OF INTEREST FOR VENDOR PREQUALIFICATION EXERCISE

Funded by:
Heifer International

EOI Release Date:	August 8th 2023
Question/ Inquiry Submission Deadline:	August 8th - August 23rd 2023
EOI Submission Deadline:	August 25th 2023
Electronic submission to the attention of:	Procurement-ng@heifer.org
Contact information for inquiries about this RFP:	Procurement-ng@heifer.org

I. Background

About Heifer International

Heifer International is a global non-profit organization on a mission to end hunger and poverty in a sustainable way. Since 1944, Heifer International through its work in 21 countries (in Africa, Asia, and the Americas) has supported more than 39 million people around the world to end hunger and poverty in a sustainable way, and millions more now on a pathway to living incomes. Working with rural communities across Africa for 48 years, Heifer International supports farmers and local food producers to strengthen local economies and build secure livelihoods that provide a living income. Heifer's foundation was built on the belief that ending hunger begins with giving people the means to feed themselves, generate income and achieve sustainable livelihoods for their households. Heifer's global vision for 2020 - 2030 is to close the living income gap for additional 10 million families. This vision is a focused approach for the African continent to support at least 6 million smallholder farmers in Africa reach sustainable living income. As a part of this commitment, Heifer has expanded its presence in Africa to include Nigeria, with a goal of supporting at least two million households to achieve sustainable living income, through (a) strategic private and public sector partnerships, (b) unlocking demand and market opportunities, (c) investing in priority value chains, and (d) leveraging innovation and emerging agricultural technologies to reach transformational scale. More information about Heifer is available at: www.heifer.org

Heifer Nigeria Country Program

Heifer International established its Nigeria Country Program in 2021, and its Signature Program for Nigeria, named "Naija Unlock", was designed and launched. Naija Unlock program's aim is to support the unlocking of the potential in Nigeria's agricultural sector to achieve food self-sufficiency by working with smallholder farmers and local value chain actors to increase their productivity to meet local demand for food and raw material while closing the living income gap for families in the rice, tomato, and poultry value chains, with plans to add cattle, and small ruminant value chains. Naija Unlock is an evidence-based Signature Program designed to close the living income gap of smallholder farmers at scale with permanence of impact. The goal is to assist more than one million households to achieve sustainable living income by



2025, and scale to two million households by 2030, through strategic private and public sector partnerships to (a) build the social capital of smallholder farmers, (b) unlock farmers' access to innovative financing, (c) unlock demand and market opportunities, (d) increase farmers access to mechanization and emerging agricultural innovations, and (e) increase farmers knowledge and adoption of climate-smart agricultural practices. Naija Unlock program activities are being implemented currently in five (5) states in Nigeria (**Ogun, Edo, Nasarawa, Benue, and Lagos States**) with plans to scale to other states with the potential to make an impact at a transformational scale.

Consequently, in accordance with procurement best practice, Heifer International Nigeria country office is calling for Expression of Interest (EOI) from qualified, interested, competent and duly established companies, suppliers and service providers in Abuja and in the States where it operates to participate in the 2023 prequalification exercise in any of the below listed goods, services or works area(s):

A) GOODS/SERVICES/WORKS CATEGORY

REF NO.	DESCRIPTION OF GOODS/SERVICES/WORKS
EOI/HPI/NGN/01	Car Hire Services (Airport pick ups/drop off, inter state travels, full day rates etc.)
EOI/HPI/NGN/02	Hotels Services (Bed and Breakfast rate, Hall rates, tea break <i>for training workshop & seminars etc.</i>)
EOI/HPI/NGN/03	Design and Printing (Manuals, banners, posters, vouchers, reports, stickers, t-shirts, flags, promotional materials etc.)
EOI/HPI/NGN/04	Catering Services for Meetings (Supply of snacks, water, soft drinks etc.)
EOI/HPI/NGN/05	Office consumables (Tea items, hygiene and cleaning materials etc.)
EOI/HPI/NGN/06	Flight ticket and visa services (Local, international tickets, visa services and airport protocols etc..)
EOI/HPI/NGN/07	Office Furniture (Tables, chairs, cabinets, workstation, bookshelf, safe etc.)
EOI/HPI/NGN/08	Supply of IT Equipment, Consumables And Maintenance (Computers, smart phones, printers, projector, toners and cartridges, UPS, Scanners, etc.)
EOI/HPI/NGN/09	IT Service Provider and Networking (Internet Access, WLAN cabling, PABX, Desk phones setup etc)
EOI/HPI/NGN/10	Logistics /Transport Services (Waybill/dispatch, truck-different tonnage, transportation of program items to locations across the country etc.)
EOI/HPI/NGN/11	Vehicle Repairs and Maintenance
EOI/HPI/NGN/12	Supply of Motor Spare Parts And Accessories (Tyres, battery, tow rope, fire extinguisher, jump start cable, triangular sign, etc.)

EOI/HPI/NGN/13	Supply of Stationery (supply of paper, flip chart, stand/paper, pens, white board, markers etc)
EOI/HPI/NGN/14	Communication Services (Eg. Airtime, Data, Internet modems etc.)
EOI/HPI/NGN/15	Supply of Dispenser Drinking Water
EOI/HPI/NGN/16	Office Equipment and Appliances (Supply of photocopier, UPS, extension cables, teleconferencing tools, Projectors, microwave, Refrigerator, TV, Water Dispenser, Inverters system, inverter battery, solar powered equipment etc)

B) LOCATION OF HEIFER NIGERIA OFFICE AND FIELD ACTIVITIES

Country Head Office - Federal Capital Territory (F.C.T.) Abuja, satellite field activity states include Edo state, Nasarawa state, Benue State, Lagos State (Badagry, Epe, Ikorodu, Ojo, Mainland, and Island), and Ogun State. Through accelerator initiatives and strategic partnerships to achieve impact at scale, field activities are also anticipated in Delta State, Ondo State, Bauchi State, Niger State, Jigawa State, Kano State, Kebbi State, Plateau State, Kaduna State, Kogi State, and Sokoto State.

C) SUBMISSION PROCEDURE AND INSTRUCTIONS:

All companies and interested suppliers are required to, submit your expression of Interest (EOI) with location(s) that you have operational presence only. Soft copies of the EOIs documents should be sent via the email address to Procurement-ng@heifer.org boldly labeled with **location, category reference number** and **category description**. Example “**ABUJA/EOI/HPI/NGN/o4/ CATERING SERVICES**”. *All submissions must be addressed with the location(s) of interest.*

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, telephone numbers and point of contact for the company;*
3. *Evidence of legal registration document of the company (CAC registration certificate, FORM CO7 and FORM CO2).*
4. *Latest Tax Clearance Certificate,*
5. *Evidence of Financial Capability (Latest Audited Accounts);*
6. *Bank Reference Letter duly addressed to Heifer Nigeria country office Procurement Committee.*
7. *Evidence of Registration with Professional Organizations, Regulatory Bodies, Manufacturers and/or Certificate of Authorized Dealership and Distributorship with Makes, Brands, Equipment, Machine and/or accessories as it relates to field of business endeavor.*
8. *Evidence of possession of experience in the line of business you are applying for. Prospecting Suppliers must provide at least three (3) copies of completed Job Orders and Proof of Deliveries (Delivery Notes or Job completion Notification) in areas of business endeavour;*



9. *Where possible, provide reference letters from at least three (3) reputable organizations, preferably NGOs, 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.*
10. *Any other relevant supporting document that could aid your expression of interest.*

E) ADDITIONAL INFORMATION:

- ✓ Heifer Nigeria LTD/GTE is not Value Added Tax (VAT) exempt and 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: Procurement-ng@heifer.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 prequalification process, Heifer Nigeria Country Office may visit the location(s) of prospecting suppliers to assess their physical presence, capacity, and capability.
- ✓ Only successful pre-qualified suppliers would be invited to participate in Heifer Nigeria country Office routine request for quotation (RFQ), Invitation to Bid (ITB) and/or Request for Proposals (RFP) for the next one (1) year.
- ✓ You are expected to limit yourself to specific areas and locations where you have experience, required documentations and operational presence.
- ✓ Any unsolicited attempt to influence Heifer Nigeria Country Office internal selection process in favour 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, (c) must express such interest separately for each category with full documentation and requirement that will make it eligible.**

F) DEADLINE FOR RECEIPT OF EXPRESSION DOCUMENT

All expressions of interest document must be submitted on or before **5:00pm local time on Friday 25th August 2023.**

II. Limitations

This call for Expression of Interest (EOI) does not amount to a commitment on the part of Heifer and nothing in this EOI shall be construed as a form of binding legal contract Heifer reserves the right to accept or reject in its entirety and absolute discretion any document received in response to the EOI. The potential subsequent procurement will be governed by Heifer Procurement Policy and Procedures. This expression of interest advertisement and Vendor Registration Form are provided free of charge to all prospecting suppliers.



III. Intellectual Property

a. Ownership Generally.

Any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the “Work Product”) shall be the exclusive property of Heifer International. Upon request, the Contractor shall sign all documents and take any and all actions necessary to confirm or perfect Heifer’s exclusive ownership of the Work Product.

b. Prior-Owned Intellectual Property.

Any intellectual property owned by a Party prior to the Effective Date (“Prior-Owned IP”) shall remain that Party’s sole and exclusive property. Regarding any of Contractor’s Prior-Owned IP included in the Work Product, the Contractor shall retain ownership, and hereby grants Heifer a permanent, nonexclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.