

**HEARTLAND ALLIANCE INTERNATIONAL
INVITATION FOR PRE-QUALIFICATION**

INTRODUCTION

Heartland Alliance International with funding from the United State Agency for International Development (USAID) wishes to invite interested and reputable organization with relevant experience for pre-qualification in the following areas below:

- Pharmaceutical supplies
- Medical/Laboratory equipment and consumables
- IT Equipment (Computers etc)
- Office Equipment (Air Conditioners, Photocopiers, Printers etc)
- Office Furniture (Tables, chairs etc)
- Supply of Automobiles
- IT services
- Printing services
- General supplies (Toiletries, stationeries etc)
- Sales and maintenance of Generators of all kinds
- Car hire
- Traveling agency services (booking of flights)
- Catering services
- Hotel services
- Automobile mechanics and Automobile spare parts dealers
- Office repairs and maintenance (office partitioning, plumbing, electrical repairs etc)

ELIGIBILITY CRITERIA:

- Evidence of company registration with the Corporate Affairs Commission (CAC)
- Company profile, including name, verifiable address, telephone numbers, email address and organization's administrative structure where applicable
- Verifiable list of similar jobs successfully executed in the past (inclusion of letters of award and completion certificate where applicable)
- Evidence of bank account in the name of the company/business entity (or Letter of Bank credibility of the vendor company, from the bank)
- Tax clearance certificate or Evidence of tax remittance to the relevant authority
- Provision of Tax Identification Number (TIN)
- Evidence of registration with relevant Professional Body where applicable

PREQUALIFICATION GUIDE

- Interested companies of business entities applying for prequalification should note the following:
- Heartland Alliance International reserves the right to reject any or all pre-qualification submission if it fails to meet the criteria or submitted after the stipulated closing date
- Response to this invitation exercise should not be construed as a commitment on the part of Heartland Alliance
- International nor shall it entitle any company to make any claims whatsoever and seek any indemnity from the organization

SUBMISSION OF PREQUALIFICATION DOCUMENT:

All pre-qualification document must be signed by authorized representative of the company. All document must be submitted **on or before 5:00PM of May 18, 2017**. Only hard copy submission will be accepted. Submission of hard copy should be addressed to:

The Procurement Committee

Heartland Alliance International Nigeria office

House 33A, 4th Avenue, Gwarimpa II Estate, Abuja