

Save the Children

Invitation for Tender

Tender Reference; ITT/ABUJA/MPS/2015/2014—043 Save the Children is the world's leading independent organization for children. We work in 120 countries. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs

in the way the world treats children and to achieve immediate and lasting change in their lives. We have over two million supporters worldwide and raised 1.6 billion dollars in 2011 to reach more children than ever before, through programs in health, nutrition, education, protection and child rights, also in times of humanitarian crises,

Save the Children invites your submission of a tender to provide goods/services in accordance with the conditions detailed in the below table. We intend to issue a FWA (frame Work Agreement) contract for the following goods/services for a maximum duration of two (2) years. We are looking for vendors for the below categories in the following locations

Kastina, Kebbi, Lagos, Abuja, Bauchi, Gombe, Maiduguri, Zamfara, Jigawa and Kaduna

Services/Goods categories for shortlisting below:

S/N	Category code	Description
		Office Equipment Computers, Photocopies and Printers(Materials and Maintenance)
1	SCI/2015/ITT014	Clearing and Forwarding Agents-International Air
2	SCI/2015/ITT015	transport,(pax and cargo)
3	SCI/2015/ITT016	Networking Services and Internet Services.
4	SCI/2015/ITT017	Office Supplies (Stationeries)
5	SCI/2015/ITT018	Vehicle Service and repairs-Car maintenance Garages
6	SCI/2015/ITT019	Travel Management(air-ticketing)
7	SCI/2015/ITT020	Fuel Supply-Petrol station and Diesel supply
8	SCI/2015/ITT021	Household consumables and appliances Supplies
9	SCI/2015/ITT022	Safety and Security Equipments

10	SCI/2015/ITT023	Comprehensive health insurance plan (HMO)
11	SCI/2015/ITT025	Civil Engineering Work/Building Materials
12	SCI/2015/ITT026	Communication equipment and repairs
13	SCI/2015/ITT027	Water Services including drilling boreholes
14	SCI/2015/ITT028	Road Transport company-car rental and Taxi services.
15	SCI/2015/I9T029	Mobile latrines ,latrine slabs, water tanks etc.
16	SCI/2015/I9T031	Security services(Guarding companies) Car Dealers and spares. SUVs Saloon Vehicles, Station Wagons ,Pick-up etc.
17	SCI/2015/I9T032	
18	SCI/2015/I9T034	Mobile phone, Android Tablets, USB fingerprint devices
19	SCI/2015/I9T035	NFI. Shelter and Tents
20	SCI/2015/I9T036	Generators and maintenance.
21	SCI/2015/I9T037	Solar System, batteries, inverters etc
22	SCI/2015/I9T039	Hotel Service and accommodation services. Throughout the listed locations
23	SCI/2015/I9T042	Facility management(maintenance of office and guest houses)
24	SCI/2015/I9T043	Registration ,Information and telecommunication gadgets

To be eligible to bid for these services, companies must:

- Be registered with Corporate Affairs commission (CAC)
- Have experience working with other NGOs/UN
- Have good performance record, high integrity and ethics, organisation and skills as well as equipment and facilities,
- Must ensure the above reference (SCI/2015/ITT/XXX) is written on the bidding envelop. Only one bid per row in an envelope or email will be accepted.

If you are interested in submitting a bid, please contact Save the Children by sending an email to Nigeria.Tender@savethechildren.org express your interest and request the tender documents. Tender documents will be sent to you and return. From **November 3rd 2015 to November 23rd 2015,**

Or

Save the Children Abuja Office: No 4, Danube Close, off Danube Street, Maitama, Abuja, Nigeria.

It is recommended to request/collect the tender documents as soon as possible via email provided above. Completed tender documents are due to be submitted by **23rd November 2015, 4:00 pm**. Any bid submitted after this date and time will automatically be disqualified.