

SAVE THE CHILDREN INVITATION TO TENDER GENERATOR SERVICE AND MAINTENANCE

REF: ITT/ABUJA/2018/004

Save the Children Nigeria Country Office invites your participation to a tender process aiming to set up Suppliers as service providers, able to provide and ensure cost effective supply of Office Stationary. The selected Suppliers will sign a Framework Agreement with Save the Children International for a duration of 1 year renewable under a justified performance review.

Your tender response must be received in the following format:

Full completion of the “Tender Response” document in order for the bid to be compliant. Supplementary proposal documents are requested to demonstrate that the bid meets the essential and preferred criteria listed below. Those tenders returned uncompleted may be treated as void.

Click on links below to download Tender documents.

<https://nigeria.savethechildren.net/sites/nigeria.savethechildren.net/files/Tender%20Response%20Form%20-%20ITT003.docx#overlay-context=ittabuja2018003>

<https://nigeria.savethechildren.net/sites/nigeria.savethechildren.net/files/Invitation%20to%20Tender%20-%20ITT003.doc#overlay-context=ittabuja2018003>

- Only hard copy submission will be accepted.
- Additional Documentation to support the Essential and Preferred Criteria will be accepted.
- Bids to be submitted in a sealed envelope, addressed to Save the Children at the below address. The envelope should indicate the “Tender reference number” (e.g. ITT/ABUJA/2018/003 – Generator Services & Maintenance). Missing reference will disqualify the bid.
- Offers should be dropped by hand or courier at the following address:

Save the children International,

No. 4 Danube Close off Danube Street,

Maitama Abuja FCT.

Your return Tender Dossier must be received at the address above not later than **16th May, 2018 at 5:00pm (the Closing Date)**). Failure to meet the Closing Date may result in the bid being void. Returned bids must remain open for consideration for a period of not less than 30 days from the Closing Date. Save the Children is under no obligation to award the contract or to award it to the lowest bidder.

Should you require further information or clarification on the tender requirements, please address them to the following e mail: nigeria.tender@savethechildren.org (All official communication should be in English language).

Save the Children looks forward to receive your bids and thank you for the interest in this tender process.

SAVE THE CHILDREN INTERNATIONAL NIGERIA