

Invitation to Tender for Goods and Services

(For contracts issued from April 2011 to April 2012)

Save the Children is a leading international child rights organization, fighting to improve the Lives of Children in the UK and 40 countries around the World. Together with children we are helping to build a better world for present and future generations by making a reality of children's rights

The Nigeria Programme in its current expansion invites application of tenders from interested vendors (including current suppliers) for the supply of goods and services in the following categories:

Supply of Goods

Category Code	Category Description	Examples
SC/ABJ/2011/ITT-001	Office Supplies	Generally office stationery supplies, pencils/pens/markers, white board, paper and envelopes etc
SC/ABJ/2011/ITT-002	Branded Articles	T-Shirts, flags, calendars, brochures, sticker, staff ID cards, business cards, letter head paper, posters, dairies etc
SC/ABJ/2011/ITT-003	Household Supplies	Detergent, bleach, cloths, brushes, washing liquid, kitchen utensils, bathroom items, lamps, etc
SC/ABJ/2011/ITT-004	Office Equipment	Desktop and laptop, accessories, printers/photocopiers, scanners, networking equipment and accessories, fax machines, modems, computer software, etc
SC/ABJ/2011/ITT-005	Communication Equipment & Maintenance	Satellite phones. Mobile phone. VHF radio. HF radio, V-Sat etc. Also servicing and maintenance of the equipment
SC/ABJ/2011/ITT-006	Children's Play Kit	Books, colouring pens, dolls, puzzles, pencils, crayons, skipping ropes, swing, seesaw rocker etc
SC/ABJ/2011/ITT-007	Safety and Security equipment & Maintenance	CO2, foam, water and powder extinguishers, refills and maintenance. First Aid Kits, Trauma Kits etc
SC/ABJ/2011/ITT-008	Mechanical/Electrical Plant and Tools	Generators, air conditioners, inverters, stabilizers, drills general

		hand tools etc
SC/ABJ/2011/ITT-009	Shelter and tents	Aluminum frame tents (27.5, 41 and 82m2). Canopy tents, water bladders, Mosquito nets

The application documents and forms can be obtained at Save the Children UK offices at the 3rd floor, Wing A, Bassan Plaza, Cadastral Zone, Off Herbert Macaulay, Central Business District, Abuja.

The following documents should be reviewed as part of the tenders:

- Invitation to Tender
- Conditions of Tendering
- Agreement for Supply of Goods or services are attached Terms and Conditions which will be signed by successful bidder (Contract)
- Pre-qualification questionnaire
- Product or service specification list for the goods and services for tendering

All property completed tender bids in hardcopies and a CD copy should be sealed envelope marked “Private and confidential” showing the “category code and addressed for the “attention of the Procurement & Contracts Committee, Save the Children, Bassan Plaza, CBD Abuja. Tenders can also be submitted to our Katsina area office located at plot 158, opposite Funtua house, off Bayajida Road, GRA, Katsina.

The flip side of the envelope should not have any other information details relating to the bid being submitted

Your bid is to be dropped into correct “Tender Box” situated at the reception desk in any of the office in Abuja or Katsina states

The Closing Date is 12.00pm on the 23rd February 2011 after which no bids will be accepted or entertained. Please not, that bidders are to pay a non refundable fee application/processing fee of N5, 000 for each bid envelop collected

Save The Children reserves the right to reject any application that is found incomplete and is not under any obligation to give reasons for its decision. Applicants who have not heard from us by the 31st March 2011 should consider their application to be unsuccessful