

WATERAID EXPRESSION OF INTEREST FOR SERVICES

WaterAid is an international not-for-profit organisation established in 1981 with a focus on improving poor people's access to safe water, improved hygiene and sanitation (WASH) in developing countries. We believe that these essential services are vital to health, education and livelihoods and form the first essential step in overcoming poverty.

WaterAid is working to make clean water, decent toilets and good hygiene normal for everyone everywhere within a generation and our vision is centred around reaching everyone, everywhere with clean water, decent toilets and good hygiene by 2030. We work in 34 countries across the world and started operations in Nigeria in 1995. In that time, we have successfully executed and supported the implementation of sustainable WASH programmes with significant impact on the lives of the poorest and most marginalised.

To support our work, we are always seeking to build and expand our database of suitably qualified, competent and experienced service providers (individuals and companies) to provide services in relevant areas.

WaterAid is therefore calling for expressions of interest from registered service providers for the following services:

1. Car hire logistics services (Abuja, Lagos, Enugu, Bauchi, Zamfara, Plateau, Kebbi)
2. Travel agencies (Abuja only)
3. Printing and branding Services (Abuja only)
4. Supply of stationery
5. , consumables, furniture and equipment.
6. Hotels (Abuja, Lagos, Abuja Enugu, Bauchi, Zamfara, Plateau, Kebbi)
7. Vehicle maintenance and repairs. (Abuja, Bauchi, Enugu)
8. Office maintenance (Carpentry, AC repairs, Plumbing, Masonry and Electrical repairs)
9. Diesel supply (Abuja only)
10. Out-sourced cleaning company
11. Local courier services (Abuja only)
12. Health Maintenance Organisations (HMO)
13. Supply/ installation and maintenance of IT equipment, consumables and networking
14. Insurance brokerage services
15. Catering and hospitality services (Enugu, Bauchi, Zamfara, Plateau, Kebbi)

Interested individuals and companies are required to submit a proposal that should include the following relevant information:

1. Detailed company profile providing information on office location including staff strength and details of directors of the company

2. Certificate of incorporation as a company in Nigeria issued by the Corporate Affairs Commission (CAC)
3. Documentary evidence describing similar assignment with verifiable proof, including years of experience
4. Evidence of financial capability e. Tax clearance certificate for the last three (3) years

SUBMISSION AND CLOSING DATE:

Two copies of the documents should be in a sealed envelope and clearly marked “Expression of Interest for Services” written at the top right hand side of the envelope and submitted to:

WaterAid Nigeria,

8, Etang Obuli Crescent, off Idris Ibrahim Crescent,

Off Obafemi Awolowo way,

Jabi, Abuja.

Electronic submissions can be made to wanigeria@wateraid.org . All submissions should be made **latest June 15th, 2018**. Late submissions will not be accepted. Those who have previously responded to this call as shared on our online platforms need not make fresh submissions.

PLEASE NOTE:

- WaterAid reserves the right to reject any or all the submissions which do not meet the requirements as specified.
- The evaluation of the received documents shall be strictly based on the requirements as specified above.
- Please note that only qualified companies shall be notified at the end of the exercise.