

## **EXPRESSION OF INTEREST- ENGAGEMENT OF VARIOUS VENDORS AT PRESTON ASSOCIATES INTERNATIONAL DEVELOPMENT LIMITED (Preston Associates)**

As a service provider in the development sector, Preston Associates for International Development Limited is committed to enhancing development in health, governance, education, gender, child, and youth. Preston Associates is a woman-led, non-governmental organization and duly registered with the Corporate Affairs Commission in 2013. We provide evidence for improved development outcomes through research in Nigeria with a specialization in offering technical support to our clients in the areas of Monitoring, Evaluation, Accountability, and Learning across the development sector spectrum.

Preston Associates is in the process of creating a database of prequalified vendors and service providers under different lots for the new fiscal year. This advert seeks to invite interested vendors/suppliers and service providers (including our current and previous suppliers) to submit a written response (“Response”) for the provision of the under-listed services. The solicitation provides prospective vendors with the relevant operational and performance requirements. If your organization is interested, please respond to the eligibility requirements for consideration.

Preston Associates invites reputable and experienced consultancy companies to express their interest to provide services in transport and logistics, stationery furniture and technology procurement, travel agency, event planning, hotel reservations, and airline ticketing.

### **TRANSPORT AND LOGISTICS COMPANY**

Specifications:

The organization must be able to provide car hire service to Preston Associates in all or some of the states in Nigeria and should have a physical office in the Federal Capital Territory.

Eligibility requirements:

- Evidence of training in Defensive Driving, Journey Management, Safe Driving, Security Consciousness, Proper Road Usage/Management, Accident Prevention, Driver’s Etiquette, Road Traffic Signs and Markings, Road Traffic Laws, Rules and Regulations, Motor Vehicle Maintenance
- Evidence of certified training by drivers.

### **STATIONERY, FURNITURE, AND TECHNOLOGY PROCUREMENT VENDOR/COMPANY**

Vendors should be able to supply a wide range of high-quality stationery, standard office furniture, office consumables, equipment and technology.

Eligibility requirements:

- High-quality equipment/stationeries

- Verified and current technology

## **TRAVEL AGENCY**

- The Agency would provide airline booking of local and international travel ticket services to Preston Associates' business partners. Be able to issue tickets on all Nigerian Airlines with no restrictions

Eligibility Requirements:

- Evidence of IATA (International Air Transport Association) accreditation;
- Evidence of NCAA (Nigeria Civil Aviation Authority) accreditation;
- Evidence of registration with National Association of Nigerian Travel Agencies.

## **EVENT PLANNING COMPANY**

We are looking to do business with a seasoned and verifiable event planner to manage our event.

Eligibility Requirements with evidence:

- Exceptional risk management experience
- Exceptional project management
- Exceptional event planning and execution skills
- Exceptional achievement record
- Exceptional skills in vendor management
- Exceptional brief implementation skills
- Managing branding and communication
- Exceptional relationships with relevant agencies (permits)
- Etc.

## **HOTEL VENDOR**

Eligibility Requirement:

- Vendors must have hotels with proof of adequate security measures within and around its vicinity with good capability and financial strength to supply Preston Associates with hotel accommodation and conference/meeting facilities.
- Expressions are welcomed from hotels in all the states of Nigeria
- Have professional License(s) in relevant standards
- Have a good ambiance

- Exceptional customer service
- Have comfortable and well-equipped rooms
- Have a clean and tidy environment
- Have free internet access
- Etc.

**TARGETED**

**GEOGRAPHIC**

**AREA:**

All organizations expressing their interest should have a physical office/presence in Abuja, Nigeria to be considered.

**A: Eligibility Criteria**

To be eligible for consideration, interested organizations must provide the following mandatory details:

- Profile of the organization, Certificate of incorporation, Management structure and Board membership
- Evidence of previous work successfully completed with similar INGOs/NGOs in Nigeria with verifiable documentary evidence executed in the last Three (3) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects; i.e., past, or existing service level agreements.
- Evidence of VAT registration
- Minimum of 5 years of experience
- Evidence of Pension Clearance Certificate
- Evidence of Industrial Training Fund (ITF) Compliance Certificate
- Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) or valid certificate issued by the BPP.
- Profile of the curriculum vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- All applying companies will be required to provide 3 business references of past partnerships and projects.
- A list of Names and Nationalities of the Directors of the Company should be on the letterhead and duly signed by an authorised officer of the firm).
- All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letterhead Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address.

**B: Evaluation and Selection:**

A technical panel will be constituted to review the EOI and shortlist organizations based on the criteria listed above.

Only organizations that satisfy the qualification requirements will be pre-qualified and contacted for services

**METHOD OF APPLICATION**

Interested organizations are encouraged to send in any request for clarification via email to [gchinfo@prestonassociate.com](mailto:gchinfo@prestonassociate.com) not later than 3 working days to the closing date.

**SUBMISSION OF APPLICATIONS/CLOSING DATE**

Electronic submissions must be delivered via [gchinfo@prestonassociate.com](mailto:gchinfo@prestonassociate.com) on or before the due date and time: Friday, January 20, 2023.

The EOI Number “**EOI-PAID-02-YOUR ABBREVIATED COMPANY NAME-23**” should be boldly written as your email title and on the top right corner of the Pre-qualification submission cover page, while the name of the organisation expressing its interest should also be clearly written on the second line of the cover page. Late submissions will not be considered or accepted.

**NOTE**

Organizations are instructed NOT to submit superfluous materials such as photos, news articles or other attachments that are not requested in this EOI. Any additional materials will not be reviewed.

Please note that this is not a Request for Quotation (RFQ) nor a commitment from Preston Associates to fund any organization that responds by sending an expression of interest. Preston Associates will release a detailed Request for Quotation (RFQ) to only pre-qualified vendors.

This advertisement shall not be construed as a commitment on the part of Preston Associates to appoint any organization nor shall it entitle any organization to claim any indemnity from Preston Associates.

Importantly, all costs incurred by bidders because of this process and any subsequent requests for information shall be borne by the bidding organizations. This would include any costs incurred during functional demonstrations and subsequent meetings and negotiations.

For more inquiries, call: [+234 \(0\) 9038000079](tel:+2349038000079), [+2348159305503](tel:+2348159305503), [+2349068841816](tel:+2349068841816)