**CALL FOR VENDORS FOR PROVISION OF SERVICES AT ACTIONAID NIGERIA**

**About ActionAid Nigeria.**

ActionAid is a global movement of people working together to further human rights for all and defeat poverty. We are a national non-governmental, not for profit, non-partisan organisation and an affiliate member of the ActionAid International Federation. We maintain a strong relationship of interdependence and mutual accountability within the international federation while ensuring a strong balance between self-rule and shared rule. ActionAid Nigeria collaborates with state and non-state actors (government, CSOs, movements, networks, allies, and other relevant stakeholders) and this collaboration works towards shifting power to the people, promoting equality, and redistributing wealth and power through a multidimensional, human-rights-based approach to development. We mobilise active agencies of people to confront unequal power relations that exclude them or others from decision-making and limit their access to and control over resources and opportunities. Registered in Nigeria in 1999 as a Country Programme of ActionAid International, we have transformed into an autonomous national organisation with a strong national governance structure – a Board and a General Assembly - consisting of reputable Nigerians providing strategic oversight.

**Background**

ActionAid Nigeria invites reputable service providers (vendors) from **Abuja, Lagos, Borno (Maiduguri), and Yobe State** to submit their Expression of Interest (EOI) for service provision under the categories listed below:

* **Vehicle Maintenance**
* **Servicing & Maintenance of Office Generator**
* **Supply of petrol and diesel**
* **CCTV providers & installers**
* **Carpenters**
* **Plumbers**
* **Electricians**
* **Aluminium Fabricators & Signage makers and installers**
* **Maintenance and Repairs of Air Conditioners**
* **Office Furniture Suppliers**
* **Printing Press**
* **Solar Energy Dealers/Vendors**
* **Equipment repairs and maintenance: Computers, Printers, photocopiers refrigerators, television, microwaves etc**
* **First aid materials suppliers**
* **Stationeries (Including Cartridges and Inks)**
* **Cleaning Materials and Toiletries**
* **Kitchen utensils, teacups, mugs etc**
* **Car Spare Parts Dealers**
* **Home Appliances electronics (such as refrigerators, televisions etc)**
* **Welders (Metal works)**
* **Computers supplier (Dell Laptops and desktops)**
* **ICT gadgets.**
* **Disaster and Emergency response supplies (non-food items, dignity kits)**
* **Engineering services (borehole construction)**
* **Catering services**
* **Event planners (Stage set up and designs)**
* **Courier and Dispatch Services**
* **PABX System Maintenance**
* **Security Services**
* **Cleaning and Fumigation Services**
* **Car Hire Services**

The selected vendors for each category will support operations at ActionAid Nigeria’s Abuja office, Lagos office, Maiduguri office and Yobe office respectively.

**Objective of the Engagement**

The primary objective of this engagement is to procure reliable and efficient services that ensure the smooth running of ActionAid Nigeria’s operations.

**Scope of work for each category**

**Vehicle Maintenance**

* Conduct inspections and servicing of vehicles.
* Diagnose and repair mechanical and electrical faults.
* Ensure vehicles meet safety and roadworthiness standards.

**Servicing & Maintenance of Office Generator**

* Conduct regular checks on generator performance.
* Change engine oil, filters, and other consumables as needed.
* Repair and replace faulty generator components.
* Provide emergency repair services

**Supply of Petrol and Diesel**

* Ensure timely delivery of high-quality fuel.
* Maintain proper fuel storage and dispensing measures.
* Keep accurate records of fuel supply and usage.
* Ensure compliance with safety and environmental regulations**.**

**CCTV Providers & Installers**

* Install, configure, and maintain CCTV systems.
* Conduct troubleshooting and repairs of faulty cameras and DVR (Digital Video Recorder) and NVR (Network Video Recorder) systems.
* Provide security system upgrades and maintenance.
* Offer technical support and user training.

**Carpenters**

* Design, construct, and repair office furniture and fixtures.
* Installation of cabinets, shelves, partitions and other woodworks
* maintenance modifications and quality craftsmanship

**Plumbers**

* Install and maintain office plumbing systems.
* Repair leaks, blockages, and faulty fixtures.
* Conduct inspections to ensure plumbing efficiency.
* Replace worn-out pipes, sinks, and toilets.

**Electricians**

* Install and maintain electrical wiring and systems.
* Troubleshoot and repair electrical faults.
* Ensure safety compliance with electrical installations.

**Aluminium Fabricators & Signage Makers and Installers**

* Design, fabricate, and install aluminium windows, doors, and partitions.
* Create office signage and branding materials.
* Maintain and repair damaged signage and aluminium structures.

**Maintenance and Repairs of Air Conditioners**

* Servicing of air conditioning units.
* Repair of faulty parts and ensure proper cooling performance.

**Office Furniture Suppliers**

* Supply durable office furniture.
* Deliver and assemble furniture on-site.
* Provide repair and maintenance services for office furniture.

**Printing Press**

* Design and print high quality office documents, brochures, and promotional materials, banners with durable materials both in large and small scales.

**Solar Energy Dealers/Vendors**

* Supply and install solar panels and inverters.
* Maintenance and repairs of solar power systems.
* Offer energy efficiency consultations and system upgrades.
* Ensure compliance with safety and industry standards.

**First Aid Materials/Drugs Suppliers**

* Supply high-quality and certified first aid materials, including bandages, antiseptics, gloves, and emergency medical kits.
* Ensure compliance with health and safety regulations.
* Provide clear usage instructions and safety data sheets (SDS) where applicable.
* Offer periodic restocking and refill services for first aid kits.
* Deliver products within agreed timelines
* Provide training on the correct use of first aid items upon request.
* Maintain a warranty and return policy for defective or expired products.

**Stationeries (Including Cartridges and Inks)**

* Supply various office stationery, including pens, notebooks, files, paper etc.
* Provide genuine and compatible printer cartridges and inks.
* Offer recycling and disposal support for used cartridges.
* Provide bulk purchasing options and discounts for long-term contracts.
* Offer technical assistance for printer-related issues caused by ink or toner usage.
* Deliver items on time with quality assurance checks.

**Cleaning Materials and Toiletries**

* Supply high-quality cleaning materials, including detergents, disinfectants, air fresheners, paper towels etc.
* Offer training on the safe use of industrial cleaning chemicals if required.
* Supply eco-friendly and non-toxic alternatives where possible.
* Ensure timely delivery and maintain adequate stock levels for continuous supply.

**Kitchen Utensils, Teacups, Mugs**

* Supply high-quality kitchen utensils, including cutlery, plates, cooking tools, teacups, mugs etc.
* Provide products made from durable and food-safe materials.
* Ensure all products are dishwasher and microwave-safe (where applicable).
* Provide a warranty and return policy for damaged or defective items.
* Deliver products within the agreed timeline.

**Car Spare Parts Dealers such as car batteries and other parts**

* Supply of high-quality spare parts for various vehicle makes and models.
* Provision of OEM (Original Equipment Manufacturer) and aftermarket parts.
* Timely delivery.
* Warranty and return policy for defective products.
* On-site and off-site technical support or advisory services.

**Home Appliances & Electronics (Refrigerators, Televisions, etc)**

* Supply and installation of home appliances such as refrigerators, washing machines, televisions, air conditioners, and microwaves.
* After-sales service, including maintenance, repairs, and warranties.
* Product demonstrations and user training on request.
* Provision of spare parts and accessories.
* Energy-efficient and environmentally friendly product options.

**Welders (Metal Works)**

* Fabrication and installation of metal structures such as gates, windows, doors, and railings.
* Welding and repair services for industrial equipment, vehicles, and machinery.
* Supply of metal-based furniture and fixtures.
* Compliance with safety and quality standards.
* On-site assessment and consultation services

**Computers (Dell Laptops and Desktops)**

* Supply of genuine Dell laptops, desktops, and accessories.
* Pre-installation of software, operating systems, and cybersecurity tools.
* After-sales services, including repairs, troubleshooting, and technical support.
* Warranty handling and returns policy.
* Bulk sales for organizations
* License/Authorization from manufacturer that indicates approval from dell for upgrades.

**ICT Gadgets**

* Supply of ICT gadgets such as routers, switches, servers, networking cables, printers, and storage devices.
* Installation, configuration, and maintenance of ICT infrastructure.
* On-site and remote technical support.
* Software and hardware upgrades.
* Compliance with cybersecurity standards.
* Training sessions for end-users upon request.

**Disaster and Emergency Response Suppliers (Non-Food Items, Dignity Kits)**

* Supply of emergency relief items, including blankets, hygiene kits, mosquito nets etc.
* Packaging and distribution of dignity kits tailored for affected populations.
* Compliance with humanitarian aid standards
* Quick response and delivery to disaster-stricken areas.
* Storage and stock management for emergency preparedness.
* Customization of relief kits based on our requirements.

**Event Planners (Stage Setup and Designs)**

* Conceptualisation, design, and execution of stage setups for events, conferences, and exhibitions.
* Provision of audiovisual equipment, lighting, and decorations.
* Coordination of logistics, including seating arrangements and event flow.
* Compliance with safety standards for stage construction.
* On-site support and real-time adjustments during events.
* Post-event dismantling and cleanup services.

**Equipment Repairs and Maintenance (Computers, Printers, Photocopiers, Refrigerators, Television, Microwaves, etc.)**

* Diagnose and repair faults in office equipment.
* Conduct routine servicing to enhance durability.
* Replace defective parts and perform software updates.
* Offer technical support and training on equipment usage.

**PABX System Maintenance services**

* Regular preventive maintenance and troubleshooting.
* Upgrading of software and replacement of faulty components were necessary.
* Periodic inspection, maintenance, and servicing of the PABX communication systems.
* Ensuring smooth internal communication through proper system functionality

**Courier and Dispatch Services**

* Nationwide and international courier services for official documents and parcels.
* Tracking and timely delivery of all dispatched items.
* Secure and timely dispatch of parcels **within Nigeria and internationally**.
* Efficient handling of official documents and correspondence

**Provision of Security Services**

* Deployment of security personnel to ActionAid Nigeria offices in Abuja, Lagos, Borno, and Yobe States.
* Ensuring the safety of staff, assets, and facilities.
* Implementing security protocols and surveillance were necessary.

**Cleaning and Fumigation Services**

* Routine office cleaning including restrooms, workspaces, and general areas.
* Scheduled fumigation of office premises to maintain a healthy working environment.

**Catering services**

* Use high-quality ingredients and maintain consistency in food taste and quality
* Food must be prepared and delivered at the agreed-upon time
* Comply with all food safety and hygiene regulations and practices

**Engineering services (borehole construction)**

* Surveying, drilling, installation, and commissioning of a borehole to provide a reliable water source for specified location
* Flush and clean the borehole to remove debris.
* General after service maintenance

**Car Hire Services**

* Availability of well-maintained vehicles, professional drivers (if applicable), and reliable services.
* Ensure all vehicles are registered, insured, and meet transport regulations.

**Required Documents:**

* Cover Letter indicating the service category of interest.
* Company Profile, including details of previous experience.
* Registration Certificates (CAC, FIRS, TIN).
* Audited Financial Statements (last three years).
* Evidence of similar work done (at least three references).

**Note:** **Only shortlisted vendors will be contacted for the next stage of the procurement process**.

**Application Process**

Interested vendors should submit the following documents in PDF format via email to **procurement.nigeria@actionaid.org** with the subject:

"Expression of Interest – (Service category and the location you are applying for)”

**Female vendors are highly encouraged to apply**

**Deadline for Submission:** 24th April 2025