



Grassroot Initiative for Strengthening Community Resilience (GISCOR)

TENDER FOR STATIONERIES AND OFFICE SUPPLIES NORTH-EAST AND NORTH WEST NIGERIA Ref: 23/NG/MAI/GISCOR/ITB/005

Section 1 Description of service

1.1 Presentation of GISCOR:

Grassroot Initiative for Strengthening Community Resilience (GISCOR) is a national humanitarian and developmental organization that is non-governmental, non-profit, and non-political currently actively presence in the North-Eastern and Northwestern part of Nigeria geared towards strengthening the resilience of affected population due to conflict and natural disasters.

1.2 Description of tasks:

The purpose of this process is to lead to the signing of a framework agreement, for a period of one year, renewable, with the best supplier selected.

1.2.1 Supply of stationeries and Informatics

Provision of stationeries for GISCOR Staff with specific service that includes the following:

- ✓ Provision of stationery items
- ✓ Provision of Informatics

See detailed list in the Annex B

1.3 Place of service

All the services concerned by this tender will be carried out in *North west LOT1* and *North east LOT2* of Nigeria.

1.4 Compliance with GISCOR Policies

The service provider must undertake to respect, among other things, GISCOR's code of conduct, the policy on the protection of persons, as well as clauses against corruption, as well as support for terrorism.

1.5 Eligibility criteria

In order to be eligible for this call for tenders, the tenderer must be a Nigerian structure which has a minimum experience of 01 year and which has demonstrated its capacity to carry out activities in the field.

See the evaluation matrix in section 3 for more details on the selection criteria.

GISCOR reserves the right to downgrade companies whose performance in previous contracts which it has not been satisfactory;

Section 2 Conditions for bidding

2.1 Documents to file

2.1.1 Supplier registration Form (see Annex A)

The submission form must be submitted using the standard form attached. Bidders must comply with the form and the instructions presented in the form. It is important to complete the form as clearly as possible, so that the file can be properly assessed. The information must therefore be precise and sufficiently detailed.

2.1.2 Additional documents

- Company registration, company profile, TIN and CAC registration
- Legalized copy of the tax certificate up to date on the deadline for submitting tenders.
- Stamped supplier registration form (Annex A).

2.1.3 General

- All documents submitted must be in English.
- Please submit a complete application form.
- Please do not submit in duplicate for any application.

2.2 Where to send

Hand delivered or via courier service in a sealed envelope placed into the Tender-Specific Box against receipt and tender record of delivery in tender-specific log-book by bidder's Representative delivering the offer. Submission of offers should be done at the following address:

Plot No 174 off Damboa Raod Adamawa Street Opp: Nanne and Boi Hotel, Extension Maidugri Borno State

2.3 Deadline for receipt

Proposal must be provided no later than 16:00hours on Wednesday 12th October 2022. Quotes received after the stated deadline are considered invalid.

2.4 Questions / Clarification requests

Applicants can send their questions, before the 04th/10/2022. By e-mail to the following address, clearly indicating the reference of the call for proposals in the subject of the message: Procurement@giscor.org Please avoid phone calls or personal visits questions by phone or in person are not allowed

As regards the result of the call for proposals, no further information will be given to applicants before the selection committee has made its final decision.

2.4 Bids Opening (administrative verification)

An administrative check will be carried out when the application forms are opened. That is to say, it will be checked whether the tenderer is eligible according to the criteria set out in this call for tenders. If any statement by the Bidder is found to be false or misleading, whether the error is intentional or not, the Bid will be declared non-compliant.

SECTION 3 Evaluation of application files

The contract is awarded to the bidders who have submitted the highest rated bid among those that comply. The evaluation will be carried out by the Tender Analysis Committee on the 17th October 2022 and will take place as follows:

- 1) Examination of the admissibility and conformity of the offers (Tender opening).
- 2) Evaluation of the technical quality of the bid 70 points
- 3) Evaluation of the financial offers (by comparison of the prices) 30 points

3.1 Administrative verification

Essential criteria	
The envelope was received within the set deadline (date and time)	Yes or no
The envelope is duly closed, with no trace of attempted opening or tinkering	Yes or no
The envelope received, has the reference of the call for tenders	Yes or no
Stamped supplier registration form (Annex A).	Yes or no
Company registration, company profile, TIN and CAC registration	Yes or no
Legalized copy of the tax certificate up to date on the deadline for submitting tenders.	Yes or no
For criteria rated Yes/No, 1 no is enough to eliminate or reject the submission.	

3.2 Technical Evaluations (Qualitative assessment)

All application forms that have been deemed compliant by the bid opening committee at the bids opening stage will qualify for the qualitative assessment by GISCOR according to the following criteria.

Evaluation criteria	Scoring factors	Points
	Experience in the field (year of existence) minimum 01 years of experience Yes= 5 points and 2.5 additional points per year beyond 01 years limited to 02 additional years	10
	Previous similar experience with NGO (Including GISCOR) 2 points per contracts/ purchase order or certificates of good performance, Limited to 5 Contracts/PO	10
	Can your company supply in all the areas of North-West? if yes = 10 points if no= 0 point	10
	Can your company provide supply in all the areas of North-East? if yes = 10 points if no= 0 point	10

Technical evaluation Criteria	Would you accept the return of damage goods at the point of delivery? Yes = 10 Point No 0 point .	10
	How fast would you replace damage goods with right once if returned (e.g. 230 Pieces of flipchart papers)? within 6 hours 10 =points , 12 hours= 7 points , 24 hours= 5 points , no replacement for damage goods= 0 points.	10
	Do you accept 100 % payment after delivery? if yes 5 points .	05
	Price validity period? "1 year above= 5 Points , Below a year= 0 Points .	05
Score out of 70		

Only Companies with 35 points and above from the Qualitative/Technical assessment will qualify to the financial evaluation stage.

3.3 Financial evaluation: (30 points)

This analysis is carried out on the basis of the costs as specified in Annex B.

Propose a price for each category of vehicles;

The analysis commission will establish an average price per article for each tenderer by calculating the arithmetic mean of the prices proposed by the said tenderer according to the different sections. It remains that for the successful bidder, the purchase orders will remain based on the unit prices that he has proposed by tranche.

The score of 30 points is awarded to the tenderer whose offer is the lowest. GISCOR reserves the right to reject any offer whose financial part is deemed too low, unviable or incompatible with the performance of the proposed work.

Formula for the financial note:
$$\frac{\text{lowest bid amount}}{\text{Amount Bid Bidder}} \times 30$$

For reasons of possible budgetary availability and programming, GISCOR reserves the right to propose the signing of the contract for all or part of the services appearing in the request for quotation. If the provisional successful bidder declines the proposal to sign the contract for this reason, the award passes to the next competitor, in the order of classification obtained at the end of the counting.

Make sure to provide costs that are according to the market and that will allow GISCOR to analyze your case adequately;

The unit prices mentioned in the offers will be valid for a period of ninety (90) calendar days from the deadline for submission of bids. In exceptional circumstances, GISCOR may contact bidders for an extension of this validity period for a specified number of days, which may not exceed thirty (30). Requests and responses will be made in writing.

A visit will be made to the pre-selected supplier(s) to check the company proposed for the service, the ambiance and to see some of the staffs on ground.

3.4 Final evaluation

The selection committee recommends the awarding of the contract to the supplier having obtained the best score following the final technical and financial analyses.

Final score: *technical analysis note + financial analysis notes*

In the event of a tie in the final score, the contract is awarded to the supplier who submitted the lowest price.

GISCOR reserves the right to sign a framework contract with several suppliers for the same types of services;

3.5 Checklist:

Before submitting your application, check that you have included all the required documents.

- Stamped Submission Form ANNEX A
- Legalized copy of the tax certificate up to 2021.
- Company registration, company profile, TIN and CAC registration
- Contract or purchase orders for similar services performed with other NGOs (including GISCOR)

NOTE: It is in the bidder's interest to provide contact details and preferably an email address.

3.6 Ethics clauses:

Any attempt by a candidate or bidder to obtain confidential information, to enter into illegal agreements with competitors or to influence the committee or the contracting authority during the process of examination, clarification, evaluation and comparison of offers will result in the rejection of their application or their offer and may lead to administrative sanctions.

When submitting a bid, bidders must declare that they are not affected by a conflict of interest and have no equivalent relationship in this regard with other bidders or parties involved in the project. If such a situation arises during the performance of the Contract, the Contractor must immediately notify the Contracting Authority.

Entrepreneurs must at all times act impartially and as trusted advisers in accordance with the code of conduct of their profession. They will refrain from making public statements about the project or services without the prior approval of the contracting authority. They cannot commit the contracting authority in any way without its prior written consent.

The contractors cannot accept any payment related to the contracts other than that provided for therein. Contractors and their staff must not engage in any activity or benefit from advantages that are incompatible with their obligations towards the contracting authority.

The contractors and their staff are bound by professional secrecy throughout the duration of the contracts and after their execution. All reports and documents drawn up or received by the contractors will be confidential.

The contract governs the use by the Contracting Parties of all reports and documents drawn up, received or presented by them during the performance of the contract.

The contractor must refrain from any relationship likely to compromise his independence or that of his staff. If the Contractor ceases to be independent, the Contracting Authority may, regardless of injury, terminate the Contract without further notice and without the Contractor having any claim for compensation.

The contracting authority reserves the right to suspend or cancel the financing of the project if corrupt practices of any kind are discovered at any stage of the award process and if the contractor does not take all appropriate measures to remedy the situation. For the purposes of this provision,

'corrupt practices' are the offering of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act related to the award of a contract or the implementation of a contract already concluded with the contractor.

All bids will be rejected or contracts terminated if it appears that the award or performance of a contract has resulted in unusual business expenses. These unusual business expenses are commissions not mentioned in the main contract or not deriving from a correctly concluded contract referring to the main contract, commissions not paid in return for a real and legitimate service, commissions paid to a tax haven, commissions paid to a beneficiary who is not clearly identified or commissions paid to a company that looks like a front company.

The contractor undertakes to provide the contracting authority on request with all the supporting documents relating to the conditions of performance of the contract. The contracting authority may carry out any documentary or on-site checks it deems necessary to find evidence in the event of suspicion of unusual business expenses.

The contracting authority reserves the right to suspend or cancel the procedure, if the procurement procedure proves to have been the subject of substantial errors, irregularities or fraud. Where such substantial errors, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

3.7 Cancellation of the tender procedure

If a tender procedure is cancelled, tenderers will be informed by the contracting authority.

A cancellation may occur, for example, if:

- The tender procedure has not been completed, i.e. when no suitable, qualitatively or financially acceptable offer has been received or there has been no valid response from the all; The economic or technical parameters of the project have fundamentally changed;
- Exceptional circumstances or a case of force majeure make the normal implementation of the project impossible; All technically acceptable offers exceed the financial resources available.
- There have been substantial errors, irregularities or fraud in the procedure, in particular where these have prevented fair competition; the award is not in accordance with sound financial management, i.e., it does not comply with the principles of economy, efficiency and effectiveness (for example, the price proposed by the tenderer to which the contract is to be awarded is objectively disproportionate to the contract price.

3.8 Appeals

Bidders who believe they have been harmed by an error or irregularity during the award process may request more information from GISCOR and appeal.

ANNEXE A

SUPPLIER INFORMATION FORM

The following document contains questions to identify the suitability of suppliers in terms of technical experience and capability and the legal and financial standing of your organisation.

Suppliers who fail to meet key criteria may be excluded from conducting business with GISCOR.

If a question does not apply to your business, please state 'Not Applicable'.

Section 1: Company Details and General Information				
1.1	Name of supplier:			
	Full Address:			
	Telephone Number:			
1.2	Name & job title of the contact person			
	Email address			
1.3	Licence no./State where registered			
	VAT No./Tax I.D			
	Subsidiaries / Representatives /Other Offices			
	Name and registration number of Parent Company (if applicable)			
	Type of Business	A Manufacturer	Yes / No	
		An Authorised Agent (Please provide authorization certificate)	Yes / No	
		Other (Please specify)		
	Year Established			
Number of Employees				
2.	Section 2: Outsourcing			
2.1	Will you be outsourcing any of the services you offer to GISCOR?			
	If yes, please give details?			
3.	Section 3: Experience and References			
3.1	Please provide details of 2 customers/clients for whom you have completed contracts for in the last 3 years. If you are working/ have worked with other INGOs before, please include these organisations <i>Referees will be contacted at GISCOR discretion, but please do</i>	Organisation:		
		Value of Contract:		
		Year:		
		Goods / Services Supplied:		

	<i>ensure you inform referees that you will be submitting their details, and obtain their consent.</i>	Email Address:		
4.	Section 4: Scope of Service			
4.1	Are there any Nigerian states that you cannot operate in? Please state in full and provide details of any possible restrictions that may be applicable.			
5.	Section 5: Payment Information and other Information			
5.1	Payment Method:	Please confirm Bank Transfer is acceptable Y/N		
	Terms of Payment:			
	Currency:			
	Bank Name:			
	Bank Address:			
	Account Name:			
	Bank Account Number:			
	How fast would you replace return goods (e.g 230 Pieces of flipchart papers)?			
	How many areas of Nigeria Can you supply to?			
	Would you accept return of damaged good at the point of delivery?			
	Would you accept 100% payment after delivery.			
6	Section 6: Legal Obligations			
	Do any of the following apply to your organisation or to any directors/partners/proprietors? Unsatisfactory answers in this section (i.e., 'YES' with an unsatisfactory explanation of methods to rectify situation) may result in the bidder being disqualified.			
6.1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, has suspended business activity or is in any analogous situation	Yes/No		
6.2	Has been convicted of a criminal offence related to business or professional conduct	Yes/No		
6.3	Has committed an act of grave misconduct in the course of business	Yes/No		
6.4	Has not fulfilled obligations related to payment of social security contributions	Yes/No		
6.5	Has not fulfilled obligations related to payment of taxes	Yes/No		
6.6	Is guilty of serious misrepresentation in supplying information	Yes/No		
6.7	Is not in possession of relevant licences or membership of an appropriate organisation where required by law	Yes/No		
6.8	Has your firm ever suffered a deduction for liquidated and ascertained to GSICOR in respect of any contract within the last 3 years? If yes, please attached details	Yes/No		
6.9	Has your firm ever had a contract terminated or your employment determined under the terms of contract. If yes, please attach details.	Yes/No		
6.10	Has your firm ever had a contract not renewed for failure to perform to the terms of contract? If yes, please provide details	Yes/No		

6.11	If the answer is yes to any of the above please provide details below including what has been carried out to rectify.	
Section 7: Quality Assurance		
7.1	Does your company hold a recognised quality management certificate?	Yes/No
	If yes, please specify which certificate Copy Attached:	Yes/No
	If no, please provide details of any proposed quality management system and how quality is currently managed. (500 words maximum):	
8	Section 8: Code of Conduct for Suppliers and Ethics	
	<p>Goods and services are produced and delivered under conditions where:</p> <ul style="list-style-type: none"> ▪ Living wages are paid ▪ There is no exploitation as regard to the case of Sexual and Gender Base Violence ▪ Working conditions are safe and hygienic ▪ Working hours are not excessive ▪ No discrimination is practised ▪ Regular employment is provided ▪ Employment is freely chosen ▪ The rights of staff to freedom of association and collective bargaining are respected. ▪ No harsh or inhumane treatment of staff is allowed. <p>Environmental Standards</p> <p>Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:</p> <ul style="list-style-type: none"> ▪ Waste Management ▪ Packaging and Paper ▪ Conservation ▪ Energy Use 	
8.1	Do you agree to conduct business respecting the above principles?	Yes/No
8.2	<p>GISCOR shall not knowingly</p> <ol style="list-style-type: none"> a. enter into formal partnership with; b. accept donations of a monetary or in-kind nature from; c. receive goods or services from; or, d. enter into contract to supply goods or services to; <p>any individual, organisation or company materially involved in</p> <ol style="list-style-type: none"> (i) The development and/or manufacture of small arms and light weapons, landmines, cluster munitions or ammunition; (ii) Activities which might reasonably be expected to bring the reputation and integrity of GISCOR into question; (iii) Activities considered illegal under the laws of Federal Republic of Nigeria and humanitarian Law. 	
	Is your organisation involved in any of the above activities?	Yes / No

	If Yes or Unsure – Please state:	
9	Section 9: Conflicts of Interest	
	<p>No employee or member of GISCOR may accept or solicit any form of gratuity, favour or personal advantage related to his/her function or the contracts. Furthermore, in principle no company or supplier may attempt to obtain a contract, if there is any direct link, whether through family or interests, with a member of GISCOR staff unless this is properly declared at all stages of the process and that it can be clearly proven that at no point during the procurement process has there been any unfair advantage gained.</p>	
9.1	Please declare any relevant interests in connection with GISCOR business?	
10	Section 10: GISCOR Anti-Bribery Commitment	
	<p>GISCOR is committed to upholding the highest standards of ethical conduct and integrity wherever we work.</p> <p>Every individual acting on behalf of GISCOR is responsible for ensuring that our business is conducted honestly and professionally. As such GISCOR carries out reasonable and proportionate due diligence on potential associates before entering into contracts with them and puts in place procedures for managing the associated risks on an on-going basis.</p> <p>GISCOR is committed to establishing a ‘zero-tolerance’ approach to all types of financial crime, including:</p> <ul style="list-style-type: none"> • Fraud • Theft • Bribery • Corruption • Money Laundering • Terrorist Financing <p>All contractors and suppliers selected by GISCOR must comply with the requirements laid out in this document and communicate these to any sub-contractors involved in GISCOR business.</p> <p>If you have any concerns or suspicions regarding bribery, corruption and fraud, you can report it via the following email address of the organisation which is an official independent email address which reports directly to the Board. Email: info@giscor.org</p> <p>GISCOR is committed to investigating all suspected occurrences of financial crime.</p>	
11	Section 11: Declaration	
	the undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible:	
	Signature:	
	Name: (please print)	
	Organisation:	
	Position:	
	Date:	
Attachments to include:		
	Insurance Certificates:	
	A copy of the most recent accounts:	

Quality Management Certificate (where available):	
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Details of Pricing

Instructions for completing the form

- Write in figures your best financial offer in NAIRA and add an amount in accordance with Description, unit, quantity.

Lot1: Supply of Stationaries and Informatics items to GISCOR in the North-west:

- Propose a price in accordance with quantities, units.
- Propose the costs in NAIRA.

Lot2: Supply of Stationaries and Informatics items to GISCOR in the North-east:

- Propose a price in accordance with quantities, units.
- Propose the costs in NAIRA.

FINANCIAL REQUIREMENT

Grassroot Initiative for Strengthening Community Resilience
Plot No 174 Adamawa Street off Damboa Road Maiduguri Borno State.

REF #:

23/NG/MAI/GISCOR/ITB/005

Contact person

Tel No:

Company Name:

Address:

Email Address:

S/N	Description (Quotation Request)	Unit	Vendor Response	
			North west Lot 1 Unit price including all taxes	North east Lot 2 Unit price including all taxes
1	Record book 600 ledger	1		
2	Rubber band	1		
3	Liquid glue	1		
4	Paste glue	1		
5	Giant 2-hole puncher	1		
6	Pin (push pin for cork board or notice board)	1		

7	Flip chart, paper 500x810mm	1		
8	Flip, chart, stand	1		
9	Small stapler	1		
10	Big stapler	1		
11	Stapler pin, 23/6 no. 56	1		
12	Attachment pin big size	1		
13	Attachment pin small size	1		
14	Ruler, 30cm	1		
15	File divider	1		
16	Scissors	1		
17	Carton of A4 paper,	1		
18	Tape dispenser	1		
19	Reinforce masking tape (celotape)	1		
20	File lever-arch, (file box a4)	1		
21	USB key 4GB	1		
22	Envelope A4	1		
23	Marker erasable	1		
24	Marker permanent	1		
25	Pen, black blue & red (box)	1		
26	Shredding machine	1		
27	File tray	1		

28	Masking tape, transparent 50mm	1		
29	Correcting fluid	1		
30	Pencil	1		
31	1 hole puncher	1		
32	Staple pins	1		
33	Stamp pad	1		
34	File tag	1		
35	A4 clear plastic multi punch folder	1		
36	Stick note	1		
37	Office file	1		
38	Customize Office file	1		
39	Stamp Pad ink	1		
40	Small envelope (Wallet size)	1		
41	Concrete Paper	1		
42	Cabin paper	1		
43	Spiral Binding cover	1		
44	Notice Board	1		
45	Projector Stand	1		
46	push pin	1		
47	paper clip	1		
48	Rubber stamp	1		

49	Highlighter	1		
50	fountain pen	1		
51	Ball point pen	1		
52	Bulldog clip	1		
53	Business Calculator	1		
54	Filling Cabinet	1		
55	Turner for printer – Black	1		
56	Turner for printer - 3 colors sets	1		
57	HP original turner cartridge	1		
58	West Basket small Size	1		
59	Jotter	1		
59	Clear bag	1		
60	Shading machine	1		
61	Laser jet pro MFP model	1		
		Total		
		Transport cost		
		Sub total		

You are expected to present your best quote.

Note that total Prices include all taxes, duties, and VAT and all quotation must be in Nigerian Currency (Naira)

	All quotes should indicate the following:	
	1. Payment Method	
	2. Payment terms	
	3. Quote Validity	

Supplier sign and stamp:

Name

Sign

Date:

