



Grassroot Initiative for Strengthening Community Resilience (GISCOR)

TENDER FOR THE SUPPLY OF BRIQUETTE MAKING ITEMS IN NGALA, DAMBOA & MAFA (Ngaranam) LGAs of BORNO, NIGERIA Ref: 23/NG/MAI/GISCOR/ITB/009

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 objective of this procedure is to facilitate the execution of a Supply Agreement for the provision of Briquette Making items in the local government areas (LGAs) of Ngala, Damboa, and Mafa (Ngaranam) within the state of Borno, Nigeria.

The provision of the Briquette items listed in Annex B will be implemented in three installments, aligning with the program's planning and requirements.

See detailed list in the Annex B for the list of items

1.3 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.

1.4 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 02 year and which has demonstrated its capacity to carry out activities in the field.

See the evaluation information 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 form can be properly assessed. The information must therefore be precise and sufficiently detailed.

2.1.2 Unit cost form and details (see Annex B)

Bidders should complete the unit cost form to provide information that can later be used to build a budget. It is important to provide accurate and clear information so that the form can be properly assessed. GISCOR reserves the right to offer different unit costs.

2.1.3 Additional documents

- Company registration, company profile, TIN and CAC registration
- Legalized copy of the tax certificate of 2021.
- Contract/order form for similar services carried out with other NGOs and other Partners (including GISCOR)
- Stamped supplier registration form (Annex A).
- Stamped unit cost form (Annex B).
- An **ID copy** of the legal representative.

2.1.4 General

- All documents submitted must be in English.
- Please submit a complete application form.

2.2 Where to send

All documents related to the tender submission must be placed in two separate envelopes, as follows:

Envelope 1: Financial Offer Form - (Annex B)

Envelope 2: Technical Capacities of the Company - all other forms and documents

The envelopes must be clearly labeled with the following information:

Envelope 1: Financial Offer, Company Name, and Reference Number

Envelope 2: Technical Capacities, Company Name, and Reference Number

All envelopes must be sealed and delivered by hand or via courier service to the Tender-Specific Box. The bidder's representative delivering the offer must obtain a receipt and the ITB record of delivery in the tender-specific log-book.

Tender submissions must be made to the following address:

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

Please note that failure to comply with any of these conditions will result in disqualification.

2.3 Deadline for receipt

Bids must be provided no later than 16:00hours on Monday May 1st 2023. Quotes received after the stated deadline are considered invalid.

2.4 Questions / Clarification requests

Applicants can send their questions, before the 29th/04/2023. 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

Section 3 Evaluation of application files

Upon opening of the application forms, an administrative evaluation will be performed. This will entail a thorough scrutiny to determine the registration status of the company/supplier/business with the Cooperate Affairs Commission. The Bid Opening Committee will conduct this search through the CAC Portal at <https://search.cac.gov.ng> Notably, businesses that are not registered will be deemed ineligible, and those registered with a status of "INACTIVE" will also be disqualified. Furthermore, the Bid Opening Committee will assess the envelopes to confirm if they were received within the set deadline, whether they are appropriately sealed with no indication of tampering, and if they have the required reference to the call for tenders. Failure to meet any of these conditions will result in disqualification of the bid.

3.1 Technical Evaluation stage

During this stage, the GISCOR Technical Evaluation Committee will undertake a thorough review of all submitted tender documents. This will involve a comprehensive check and verification of all mandatory tender documents against a set conditions on the Table below. The Committee will then assign a 'Pass' or 'Fail' rating to each submitted document based on its compliance with the specified requirements. Any bids that score a 'Pass' rating against all specification and requirements will be eligible for further evaluation.

Criteria	PASS	FAIL
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Clear office Address verifiable by the GISCOR Team	The company's office address is clear and can be verified by the GISCOR team.	The company's office address is unclear or cannot be verified by the GISCOR team.
CAC Registration showing Company is Registered for a period of not less than 2 years	The company is registered with the Corporate Affairs Commission (CAC) for a period of not less than 2 years.	The company is not registered with the CAC or has been registered for less than 2 years.
2021 Tax Clearance Certificate	The company has a valid 2021 Tax Clearance Certificate.	The company does not have a valid 2021 Tax Clearance Certificate.
Evidence of Supply/execution of the same Works/goods for NGOs or any UN Entity	The company can provide evidence of successfully supplying/executing the same works/goods for NGOs or any UN Entity.	The company cannot provide evidence of successfully supplying/executing the same works/goods for NGOs or any UN Entity.
Providing two Sample of each of the items listed in annex B of this document	The Company Provides two samples of each of the items listed in the document.	The Company didn't Provide any any sample or less samples as requested.

3.2 Financial Evaluation stage

During this stage, bids that have successfully passed the technical evaluation stage will be tabulated and compared for all companies that have successfully passed the technical evaluation stage. It is important that all vendors submit a complete and detailed offer at this stage. Please note that partial bidding, such as quotes for partial items, is not accepted. The vendor or vendors with the lowest technically compliant offer will be considered for contract award.

3.3 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.

3.4 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.

3.5 Cancellation of the tender procedure

If a tender procedure is canceled, tenderer 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.

3.6 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 organization. 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 Authorized 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	Organization:		

	<p>you have completed contracts for in the last 3 years. If you are working/ have worked with other INGOs, NGOs, UN Agencies or any their Relevant Partner before, please include these organizations</p> <p><i>Referees will be contacted at GISCOR discretion, but please do ensure you inform referees that you will be submitting their details, and obtain their consent.</i></p>	Value of Contract:		
		Year:		
		Goods / Services Supplied:		
		Email Address:		
4.	Section 4: Scope of Service			
4.1	Are there any Nigerian states/Local Governments 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:			
6	Section 6: Legal Obligations			
	Do any of the following apply to your organization 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 licence or membership of an appropriate			Yes/No

	organization where required by law	
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 recognized 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 	

	<ul style="list-style-type: none"> ▪ 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> <ul 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, organization or company materially involved in</p> <ul 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 organization 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 organization 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	<p>Section 11: Declaration</p>										
	<p>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:</p>										
	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Signature:</td> <td></td> </tr> <tr> <td>Name: (please print)</td> <td></td> </tr> <tr> <td>Organization:</td> <td></td> </tr> <tr> <td>Position:</td> <td></td> </tr> <tr> <td>Date:</td> <td></td> </tr> </table>	Signature:		Name: (please print)		Organization:		Position:		Date:	
Signature:											
Name: (please print)											
Organization:											
Position:											
Date:											
<p>Attachments to include:</p>											
Company Profile and Experiences :											
A copy of the most recent Audited accounts:											
Quality Management Certificate (where available):											

ANNEX B

Vendor's Financial Offer: for vendor to fill in					
Vendor Name:				Delivery / Lead Time:	
Contact name & Title:				Supplier Location:	
E-mail:				Payment Terms:	
Phone / Fax:				Quote Validity:	
Address:					
Payments Terms	Within 3 days from invoice Date				
For vendor's to fill in					
Line Item	Description	Quantity requested	Currency	Unit Price	Total Price
1	Kiln (Carbonizer) -specially constructed cylindrical steel drum measuring 880 millimeters (35 inch) tall with a diameter of 610	1,000	NGN		

	millimeters (24 inch). The top lid cover should have a handle. It most has seven (7) opening at the bottom that is not more than 4 inch in diameter each.				
2	Bowls for mixing and processing- 15-liter original plastic bowls.	1,000	NGN		
3	Long Wooden stick- 2 meters in length and not less than two and half (2.5") inch in diameter and Six (6) inch length, (2.5") inch-width and four (4") inch height solid wood block cube with one (1) inch diameter round hole at the middle.	1,000	NGN		
4	Empty Sack- (polypropylene) bag size 30x50	1,000	NGN		

	inch				
5	Mortar and Pestle- African carved Mortar not less than twelve (12") inch diameter and not less than 17" height and Pestle not less than forty-five (45") inch height.	1,000	NGN		
6	Mole and Hammer- All steel stamping hammer measuring not less than 120mm for the head and not less than 300mm from head to the end of the handle.	1,000	NGN		
7	Binder for Maize/Cassava Powder- flour-like powder made from the starchy endosperm of dried maize kernels or	1,000	NGN		

	cassava tuber peeled, dried and grinded into flour.				
8	Medium size cooking pot- 10 liters size aluminum cooking pot with lid cover	1,000	NGN		
Sub total					
Delivery charge (if applicable)					
Shipping insurance cost (if applicable)					
Discount					
Partial Quotation GISCOR will not consider a partial quotation. In that case, Partial quotation will be rejected.				TOTAL	

