**Grassroot Initiative for Strengthening Community Resilience (GISCOR)**

**Tender Document for Refreshment (Food and Catering Services)**  
**Tender Reference No.: 11/24/NG/MAI/GISCOR/ITB/001**

**1. Introduction**

Grassroot Initiative for Strengthening Community Resilience (GISCOR) is a Non-Governmental, Non-Profit, and Non-Political national humanitarian and developmental organization based in Maiduguri, Borno State, Nigeria. GISCOR is dedicated to strengthening community resilience through various health, education, and livelihoods projects in undeserved and conflict-affected communities.

To support our work in Northwest and Northeast Nigeria, we are inviting qualified vendors to participate in a tender for the provision of catering services, including refreshments, for our programs, training, and events.

**2. Objective of the Tender**

The objective of this tender is to establish a contractual agreement with qualified suppliers who can provide reliable, high-quality, and timely catering services across two separate geographic regions. The contract will cover prepared meals, snacks, beverages, and other refreshment services required for GISCOR’s activities, ensuring that participants at all events are provided with adequate food and drink as per program specifications.

**3. Geographical Lots**

The tender is divided into two distinct lots:

**Lot 1: Northwest Nigeria**

This lot covers GISCOR’s food and catering requirements in the Northwest regions of Nigeria. This includes, but is not limited to, the following states:

* Sokoto
* Ketsina
* Zamfara

The selected supplier will be responsible for providing high-quality catering services for GISCOR’s events, training, and other gatherings within the Northwest. Services may vary in frequency and volume based on programmatic needs.

**Lot 2: Northeast Nigeria**

This lot addresses catering requirements in the Northeast regions of Nigeria, covering states such as:

* Borno
* Yobe
* Adamawa

The supplier awarded this lot will manage food and beverage services for all GISCOR events, workshops, and related activities in the Northeast region.

**Note**: Suppliers may bid for one lot or both, depending on their operational capabilities. However, each lot will be evaluated separately, and suppliers must specify the lot(s) they are bidding on within the submission form.

**4. Scope of Work**

Suppliers awarded this tender will be expected to deliver the following:

* **Food and Beverage Preparation**: Provision of fresh, hygienically prepared meals and refreshments, including breakfast, lunch, dinner, snacks, drinks and Bottle water for drinking.
* **Dietary Considerations**: Ability to cater to specific dietary requirements such as vegetarian, halal, and allergen-sensitive meals.
* **Catering Supplies**: Provision of necessary tableware, disposable utensils, and other required catering equipment.
* **On-Site Catering Service**: The supplier must have adequate staffing for food preparation and serving at on-site events when required.
* **Transport and Delivery**: Timely delivery of meals and refreshments to designated GISCOR event locations across the specified regions.
* **Clean-Up Services**: Suppliers must handle post-event clean-up related to catering services.

**5. Instructions for Submission**

* **Submission Deadline**: All tender documents must be submitted by **17** **th December 2024**.
* **Submission Method**: Documents can be submitted electronically to [procurement@giscor.org](mailto:procurement@giscor.org) or physically at ***Plot No. 174 Damboa Road Adamawa Street Opp: Nanne and Boi Hotel Extension, Maiduguri Borno State***.
* **Required Documents**:
  + Company Profile
  + Company Registration Certificate
  + Tax Compliance Certificate
  + Bank Details
  + Completed Supplier Information Form (Annex A)
  + Financial Offer Form (Annex B)
  + Signed Bid Submission Form
  + Evidence of Previous Contracts in Catering or Related Services

*Failure to submit any of the above documents will result in disqualification during the administrative evaluation stage.*

**6. Evaluation Process**

The evaluation process will be conducted in three stages: Administrative, Technical, and Financial. Each stage aims to assess the bidder's capability, service quality, and cost-effectiveness.

**6.1 Administrative Evaluation**

The administrative evaluation verifies that each bidder has submitted all required documents and meets the eligibility criteria. Bidders will receive a "Pass" or "Fail" based on the completeness and validity of their documentation.

**6.2 Technical Evaluation Criteria**

Bidders will be evaluated on the following technical criteria, with a maximum score of 70 points.

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| --- | --- | --- |
| **Criteria** | **Maximum Points** | **Description** |
| **Company Years of Existence and verifiable address** | 20 points | Evidence of existence minimum 01 Yes=10 points and 5 additional points per year beyond 01 year limited to 02 additional years |
| **Experience in Catering Services** | 30 points | Previous similar experience with UN, NGOs, Embassies and other diplomatic services (Including Giscor). limited to 3 Tenders/purchase order= 10 points each |
| **Logistics and Delivery Capacity** | 10 points | Ability to deliver on schedule and adapt to different event locations for lot 1 and 2 (Please attached evidence ) |
| **Staffing and Equipment** | 10 points | Number of trained staff for catering and necessary catering equipment. ( Please attached evidence) |
| **Total Point** | 70 points |  |

**6.3 Financial Evaluation Criteria**

Bidders price will be evaluated based on the costs as specified in Annex B.

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: lowest bid amount x 30

Amount Bid Bidder

Bidders should provide costs that are reasonable and according to the market and that will allow GISCOR to analyze your prices adequately

**6.4 Combined Score Calculation**

The final score is a combination of technical and financial evaluations. The bidder having obtained the best score after the evaluation will be awarded the contract.

**7. Required Forms (Accessible on GISCOR website *www.giscor.org*)**

* **Annex A**: Supplier Information Form – Contains essential information on the bidder’s business, including contact information, legal status, and relevant certifications.
* **Annex B and 1B**: Financial Offer Form – Itemized breakdown of costs per service component, with options for each lot.

**8. Terms and Conditions**

1. **Contract Duration**: The initial contract term will be for one year, with potential renewal based on performance and need.
2. **Payment Terms**: Payment is due within 5 days of satisfactory service completion and upon receipt of valid invoices.
3. **Confidentiality**: Vendors must not disclose any information provided by GISCOR during or after the tender process.
4. **Termination Rights**: GISCOR reserves the right to terminate the contract in case of under performance.

**9. Important Dates**

* **Tender Advertisement Release**: 3th December 2024
* **Submission Deadline**: 17th December 2024 @ 5:00PM