**Grassroots Initiative for Strengthening Community Resilience**

**Plot No 174 Adamawa Street off Damboa Road Maiduguri Borno State**

**Invitation to Bid (ITB)**

**ITB/NG/MAI/USG/GISCOR/2025/09/004**

**Date Issued: 29th September, 2025.**

**Subject:**

**Invitation to Bid for the Supply of startup kits (Vocational Skill Beneficiaries) (lot 1) and Dignity kit (Lot 2)**

**1. Introduction**

Grassroots 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 Nigeria is geared towards strengthening the resilience of affected population due to conflict and natural disasters hereby invite qualified and reputable vendors to submit sealed bids for the supply of:

**- Lot 1: the Supply of quantity for startup kits (Vocational Skill Beneficiaries) to Monguno, Bama, MMC and Jere**

**- Lot 2: Supply of dignity kits to Monguno, Bama, MMC and Jere**

Bidders may apply for one or both lots. Each lot will be evaluated independently.

**2. Scope of Work**

**- Lot 1:** Includes liquid soap and Vaseline chemicals, pasta and sawing machines, perfume and cap making items, 50kg of Flour and groundnut seed

**- Lot 2:** Includes Wrapper, sanitary pad, Tower, plastic Mat, torchlight, packaging bag ETC.

Detailed specifications are provided in the bidding document in **annex B** which can be downloaded via this <https://giscor.org/tender/>

**3. Documents to file**

**(a)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.

Additional documents

* + - * Company profile, TIN and CAC registration
      * Legalized copy of the tax certificate up to date.
      * Stamped supplier registration form **(Annex A).**
      * Tender form must be filled signed and stamp

**(b) General**

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

1. **Evaluation of application files**

The ITB shall be 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 which 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

## Administrative verification

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 all bids received via mail and those in 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.

**4. Eligibility Criteria**

Bidders must meet the following minimum requirements:

|  |  |  |
| --- | --- | --- |
| ESSENTIAL CRITERIA |  | |
| The supplier submitted his bids with in the set dateline (date and time). | **Yes** | **No** |
| CAC Registration status | **Active** | **Inactive** |
| Tender form filled signed and stamped | **Yes** | **No** |
| The envelope is duly closed, with no trace of attempted opening or tinkering. | **Yes** | **No** |
| The envelope received, has the reference of the call for tenders. | **Yes** | **No** |
| Valid tax clearance certificate | **Yes** | **No** |
| Company profile, TIN and CAC registration documents | **Yes** | **No** |
| Legal Representatives Identification (ID Card). | **Yes** | **No** |
| Note: For criteria rated Yes/No, 1 No is enough to eliminate or reject the submission. | |  |

**5. Evaluation Criteria (Scoring matrix)**

**(a)I. Technical Evaluation (70%) for both lot 1 and 2**

|  |  |  |
| --- | --- | --- |
| **S/No** | **Criteria** | **Max Score** |
| 1 | Relevant experience and past performance (Evidence of previous supply of similar items (minimum 3 contracts get **30 Marks,** 10 Marks each) | 30 |
| 2 | Shortest delivery lead time will get highest score **(10 marks)** | 10 |
| 3 | Bids conforms with item specifications with pictures provided **(20 Marks)** | 20 |
| 4 | **Completion ratio** = *Items available x 5*  *Total items requested* | 10 |
|  | **Total** | **70** |

> Minimum technical score to qualify for financial evaluation: 30/70

**(b)Financial Evaluation (30%)**

|  |  |  |
| --- | --- | --- |
| **S/No** | **Criteria** | **Max Score** |
| 1 | Price competitiveness =*lowest bid amount x 30*  *Amount Bid Bidder* | 30 |
|  | **Total** | **30** |

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.

**6(a) Submission Guidelines**

- All bids must be submitted in sealed envelopes clearly marked with the Lot number(s) being applied for.

- Bids should be addressed to the Procurement Committee and submitted at our office located at Plot No 174 off Damboa Raod Adamawa Street Opposite Nanne and Boi Hotel, Extension Maiduguri Borno State OR via email to [procurement@giscor.org](mailto:procurement@giscor.org)

- **Deadline for submission:** **12th**  **October, 2025 @ 5:00PM**

**- Late submissions will not be considered.**

**6(b). Questions / Clarification requests**

The organization reserves the right to accept or reject any bid, and to annul the bidding process at any time without incurring any liability. Clarification requests may be sent to: [procurement@giscor.org](mailto:procurement@giscor.org)

**Please note:** Phone calls or personal visits, questions by phone or in person are not allowed