**Grassroots Initiative for Strengthening Community Resilience**

**INVITATION TO BID (ITB)**

**To**: Eligible Suppliers

**Project**: NIGERIA HUMANITARIAN FUND

**Title of work**: Supply of mama`s kit to Monguno Borno state.

**Ref No**: **ITB/GISCOR/NHF/NG/MAI/2025/09/001**

**Date**: 16/09/2025

**About GISCOR**

Grassroots Initiative for Strengthening Community Resilience (GISCOR) is a nationally recognized humanitarian and development organization operating across North-Eastern and North-Western Nigeria. As a non-governmental, non-profit, and non-political entity, GISCOR is committed to empower conflict-affected communities to become resilient enough to prepare for, effectively respond to, and efficiently recover from crises, with dignity and self-reliance, our mission is to empower communities to overcome crises with dignity and self-reliance.

**We hereby invite qualified and reputable vendors to submit sealed bids for the supply of 640 Mama’s Kits to Monguno Borno state**

**2. OBJECTIVE**

The objective of the ITB is to identify a supplier who can provide GISCOR with the above-mentioned commodities and services. The selected vendor is expected to provide such service, based on specific Purchase Orders issued to the vendor.

Detailed specifications are available in Annex B and can be downloaded from our website: <https://giscor.org>

**3. Submission Requirements**

**Mandatory Documents**

* Completed and stamped Supplier Registration Form (Annex A)
* Company profile, Tax Identification Number (TIN), and CAC registration documents
* Valid and legalized tax clearance certificate
* Signed and stamped Tender Form

**General Instructions**

* All documents must be submitted in English
* Only one application per bidder is allowed—do not submit duplicates
* Incomplete submissions will not be considered
* Financial form and Technical form duly filled, signed and stamped

**4. Bid Evaluation Process**

**Administrative Review**

Upon bid opening, the Tender Analysis Committee will verify:

* CAC registration status via <https://search.cac.gov.ng>
* Timely submission and proper sealing of envelopes
* Reference to the tender clearly marked on the envelope
* Compliance with all eligibility criteria

Bidders with inactive CAC status or missing documentation will be disqualified.

**5. Eligibility Criteria**

To be considered, bidders must meet the following minimum requirements:

|  |  |
| --- | --- |
| **Criteria** | **Status** |
| Bid submitted before deadline | Yes / No |
| CAC registration status | Active / Inactive |
| Tender form signed and stamped | Yes / No |
| Envelope properly sealed and referenced | Yes / No |
| Valid tax clearance certificate | Yes / No |
| Company profile, TIN, CAC documents | Yes / No |
| Legal representative’s ID | Yes / No |

Note: A single “No” response results in disqualification.

**6. Evaluation Criteria**

**Technical Evaluation (70%)**

|  |  |  |
| --- | --- | --- |
| **S/No** | **Criteria** | **Max Score** |
| 1 | Relevant experience and past performance (Evidence of previous supply of similar items (minimum 2 contracts, **If Yes gets 10 marks)** | 10 |
| 2 | **Delivery lead time** from receipt of Purchase Order (faster delivery earns higher points). **– 5 points** | 5 |
| 3 | **Compliance with Specifications: Full compliance with technical specifications** (materials, specifications, quantity, composition of the kit). – 10 points**Provision of product catalogues** demonstrating conformity. – 15 points | 25 |
| 4 | Demonstrated experience in supplying **hygiene kits or similar NFIs** to NGOs, UN, government, or private sector. – 10 points | 10 |
| 5 | Bidder Quality Assurance & Compliance Template filled correctly. – To be determined by tender committee based on bulletins filled correctly see annex C (**20 points)** | 20 |
|  | **Total** | **70** |

Minimum technical score to qualify for financial evaluation: **35/70**

**Financial Evaluation (30%)**

|  |  |  |
| --- | --- | --- |
| **S/No** | **Criteria** | **Max Score** |
| 1 | Price competitiveness (lowest bid earns full score) | 30 |
| **Total** |  | **30** |

GISCOR reserves the right to reject any bid deemed financially unviable or incompatible with the scope of work.

**7. Submission Guidelines**

* All bids must be submitted in sealed envelopes clearly marked with the ITB reference to **Plot No. 174, Off Damboa Road, Adamawa Street, Opposite Nanne and Boi Hotel Extension, Maiduguri, Borno State** **OR** via email to **procurement@giscor.org**  
    
  **Deadline:** **22nd September 2025 at 5:00 PM**  
  **Late submissions will not be considered**

**8. Clarifications**

For any inquiries or clarification requests, please contact:  
📧 **procurement@giscor.org**  
📞 Kindly note: Phone calls or personal visits will not be entertained.