

**PRE-QUALIFICATION/EXPRESSION OF INTEREST  
PLANNED PARENTHOOD FEDERATION OF NIGERIA**

Planned Parenthood Federation of Nigeria (PPFN), Registered in 1964 is the largest national non-governmental organization in Sexual and Reproductive Health in Nigeria (SRH). As a full member of the International Planned Parenthood Federation (IPPF), PPFN has expanded the scope of its programmed beyond Family Planning to cover broad sexual and reproductive health. PPFN is in the process of pre-qualification of vendors for the provision of various categories of goods and services as shown below

1. Required

Lot Number	Description
P1	Office Stationeries (e.g papers, pens, books, markers, flipchart papers, jotters etc)
P2	Printing (e.g binding, lamination, photocopies etc) and branding services (e.g branding on t-shirts, cups, face caps, training materials, roll up banners, posters etc)
P3	Car hire services
P4	Hotel and conference services (including accommodation, meals, hall hire, internet etc)
P5	Catering services
P6	Information Technology (IT) Equipment (e.g computers, laptops, printers, projectors, copiers etc) including cartridges and accessories.
P7	Air-conditioner maintenance
P8	Electronics equipment (such as air conditioner, stabilizers, television screens public address systems, fridge, UPS etc)
P9	Generator Sales and maintenance
P10	Shipping, Logistics and Courier Services
P11	Diesel supplies
P12	Security Services
P13	Office Furniture
P14	Office Supplies, toiletries, soap, coffee, cleaning materials, insecticides, drinking water (bottle and refill)etc
P15	Outdoor events services (canopy rentals, outdoor chairs and tables etc)
P16	Photography and Videography services
P17	Office maintenance (painting, plumbing, electrical repairs carpentry e tc)
P18	Cleaning/Janitorial Services
P19	Building Contractor (Architectural drawings, construction repairs)
P20	Medical and Hospital equipment and consumables
P21	Vehicle repairs and maintenance

2. other terms and conditions related to the required services:

- All expression of interest for each category each must be prepared and submitted independently by properly labelling submissions in line with lot number and description listed in1 above
- All references to quantitative quotes should be in Nigerian Naira
- All submission should be stamped and signed by authorized representative of vendor

- PPFN Will not be responsible for any cost incurred by vendors in submission and response to this expression of interest
- Feedback will only be given to successful vendors
- PPFN Reserves the right to accept or reject any expression or interest at its discretion

### 3. Eligibility

All applicants should provide the following;

- CAC Documentation (Certificate of incorporation, Article and Memorandum of Association) of the bidding company
- Corporate Tax Identification Number (ITN) s provided by Federal Inland Revenue Services (providing in accurate TIN may result to disqualification of expression of interest)
- Organization profile, list of owners/directors, licenses and other related documents
- Verifiable physical office address
- Minimum of 3 reputable reference within the last three (3) years where similar activity provided successfully.

### 4. Proposal Submission

PPFN will not accept any proposal submitted in any other way. Incomplete proposals will not be considered, and vendors who are currently providing these services to PPFN must re-apply with all of the documentation attached as mentioned above.

### 5. Submission Process

Completed offers including all the requirements and details specified, sealed in a plain envelope and clearly marked with the **full lot number and description of goods or services** should be sent to the address below and be dropped into the Tender Box situated at the reception or by e mail address [procurement@ppfn.org](mailto:procurement@ppfn.org)

All vendors should ensure that they sign the bid register after dropping their expression of interest at the reception

### 6. Delivery Address

The Executive Director  
 Planned Parenthood Federation of Nigeria  
 No 4 Baltic Crescent off Danube Street, Maitama Abuja  
 Abuja.