

EXPRESSION OF INTEREST: PREQUALIFICATION OF VENDORS FOR SUPPLY OF GOODS & SERVICES FOR THE YEARS 2025 - 2027

About TechnoServe

TechnoServe is a nonprofit organization dedicated to developing business solutions to combat poverty. Operating in 30 developing countries, we collaborate with enterprising men and women to build competitive farms, businesses, and industries. By connecting people to essential information, capital, and markets, we enable them to create lasting prosperity for their families and communities. Since our founding in 1968, TechnoServe's efforts have positively impacted millions of lives. We firmly believe in the transformative power of private enterprise to drive sustainable change and uplift communities.

Background and Objectives

TechnoServe is in the process of updating its register for suppliers for Good and Services. Interested and eligible suppliers are invited to apply. The invitation is applicable to both existing and prospective suppliers. The prospective suppliers/service providers must provide mandatory information for pre-qualification.

The main objective of the prequalification is to update and maintain a register of vendors under relevant categories to TechnoServe Nigeria (across Abuja, Anambra, Adamawa, Kaduna, Delta, Kano, Lagos, Nasarawa, Ogun, Oyo, Ilorin, etc) as and when required.

S/No.	Reference No.	Categories	Deliverables/SoW
1	TNSING001	Facility Management Services	Provision and Maintenance of Plumbing Services, Provision and Maintenance of Electrical Services, General Office Cleaning & Sanitation Services, Fumigation Services, General Office Maintenance
2	TNSING002	Supply and Maintenance of Office Furniture, Furnishings, Fittings and office equipment	Supply, installation and maintenance of office furniture, fittings and furnishings, office equipment (Air-conditioners, fans, e.t.c)
3	TNSING003	Supply of General Office Stationery and Consumables	Supply of general office consumables, stationeries, toiletries, beverages, cutleries, fittings and fixtures, e.t.c
4	TNSING004	Supply of IT Equipment (Computers, Printers and associated accessories	Supply of IT equipment; Computers, laptops, printers, photocopiers, shredders, mobile phones, mobile tablets, IT accessories, projectors, screens, e.t.c.
5	TNSING005	Communication Services	Provision of Airtime and Data for all Networks
6	TNSING006	Maintenance of Office Equipment (Photocopiers, Printers, Scanners and the likes	Servicing and maintenance of office equipment, printers, photocopiers, scanners, laptops, computers, television, e.t.c
7	TNSING007	Provision of Internet Services/Maintenance, Teleconference Equipment/Maintenance	Provision of internet services/maintenance, and Teleconference Equipment/Maintenance
8	TNSING008	Provision of Travel Agency Services	Services relating to and covering international and domestic air tickets and reservations, and any other related travel services
9	TNSING009	General Printing Services	General printing services
10	TNSING010	Provision of Audit/Financials/Tax Consultancy Services	Provision of audit/financial/tax consultancy services
11	TNSING011	Supply of Agricultural Services Items	Supply of general agricultural services and goods, rental of tractors, ripping services
12	TNSING012	Security Outfit / Escort and General Security Services	Provision of security outfit/escort and general security services
13	TNSING013	Provision of Car Hire Services	Provision of car hire services
14	TNSING014	Provision of Motor Vehicle Service parts, Maintenance & Repairs	Provision of quality vehicle parts; Routine and Emergency vehicle repair & maintenance, Mechanical & Electrical Repairs
15	TNSING015	Supply of PMS, AGO and Diesel	Supply and delivery of PMS, AGO and Diesel
16	TNSING016	Supply and maintenance of Power Generating sets	Supply, delivery, installation and maintenance of power generating sets
17	TNSING017	Provision of Hotel Services	Accommodation Services; Secured and clean rooms with good amenities Conference/Meeting Facilities, Catering Services, Health, Safety & Accessibility
18	TNSING018	Provision of Courier Services, General Third party Haulage and Logistics services	Courier services, third party haulage and logistics services
19	TNSING019	Language Translation Services	Provision of language translation services as required
20	TNSING020	Vehicle Monitoring/Tracking Device Systems	Provision of vehicle monitoring/Tracking device systems, Real-time event alerts Vehicle Theft Recovery Service, Geofencing, Reports and technical support

A. PRE-QUALIFICATION CRITERIA

Bidding entities are advised to read this section carefully and be sure that all requested information is included in the submission. Evaluators will neither make assumptions nor draw inferences regarding incomplete information. The submission of incomplete information may result to rejection of proposal.

The pre-qualification criteria will include but limited to the following:

- I. Company profile, contact name, verifiable address, active telephone numbers, active email addresses in the name of the company and organization's administrative structure.
- II. Evidence of company registration with the Corporate Affairs Commission (i.e. Certificate of Incorporation; forms CAC2 and CAC 7, Article and Memo of Incorporation).
- III. Tax Identification Number (TIN) with evidence of tax remittance (tax clearance certificate) for the last three years.
- IV. Evidence of VAT registration with evidence of VAT remittance.
- V. Bank Account confirmation letter from company/ organization's bankers.
- VI. Audited financial statements of the organization for the last three years.
- VII. Regulatory authority license (where applicable).
- VIII. Verifiable list of similar jobs/supplies successfully executed in the past (inclusion of letters of award and completion certificates an added advantage.
- IX. Recommendation/referral letter from three reputable organizations attesting to satisfactory performance of contractual obligations (services provided). This must be consistent with the documents provided in vii above).

B. PROPOSAL SUBMISSION:

Individual consultants/ organizations interested in participating in the planned solicitation process shall submit requested documents as attached files to the email address indicated below. Attachments should not exceed 10MB in size, in Adobe PDF format.

All completed pre-qualification documents can be submitted to the designated e-mail address eoi-bids@tns.org with clear subject **"Prequalification of Vendors"** NOT LATER THAN 12:00PM (Nigerian Time) Monday August 25th, 2025.

Bidders are required to include as part of their submission the specific States and Reference Number they are interested in. For Example: **Prequalification of Vendors - Language Translation Services (TNS/NG/020)**. Bidders who are interested in more than one category in which they qualify are free to do so, and should indicate the Reference Number on their submission.

All questions that may arise in relation to this expression of interest should be directed to eoi-bids@tns.org not later than 18th August 2025.

TechnoServe may at its discretion extend the due date and time for submission of EOI by amending this solicitation. Any submission received by TechnoServe after the due date and time indicated will be rejected.

Note:

Interested Companies/business entities applying for pre-qualification should note the following:

Response to this invitation exercise should not be construed as a commitment on the part of TechnoServe, nor shall it entitle any company to make any claims whatsoever and/ seek any indemnity from the organization. TechnoServe reserves the right to make an award afterwards in whole or in part, or not to make an award, in accordance with the best interest of TechnoServe. Commitment to procure services is not established until a written order/contract is issued by TechnoServe to potential successful firm(s)/company(ies) in subsequent procurement governed by TechnoServe procurement policy and procedures.

Potential bidders responding to this EOI are advised against offering anything of value to any member of staff of TechnoServe. Firms found wanting will be disqualified from participation in the vendor registration exercise and may be disqualified from future procurements with TechnoServe.

TechnoServe is not obliged to prequalify vendors by having issued this solicitation. TechnoServe can only prequalify vendors that meet the criteria and whose business dealings is determined to be most advantageous to TechnoServe.

TechnoServe has a right to withdraw or change this EOI at any time. Vendors' submission is done at their cost and expense with no obligation on the part of TechnoServe.

Statutory deductions will be made on all transactions according to FIRS laws.