EXPRESSION OF INTEREST

FOR PREQUALIFICATION OF VENDORS AND CONSULTANTS

EOI Reference No.	AFRILABS/EOI/2026/001
Issuing Organization	AfriLabs (African Technology Innovation Hubs Initiative)
Date of Issue	16 June 2026
Submission Deadline	4 July 2026 at 17:00 WAT
Submission Channel	bids@afrilabs.com
EOI Language	English
Participation	Open to All Eligible Vendors and Consultants

1. ABOUT AFRILABS

AfriLabs is a network organization supporting over 500 technology and innovation hubs across 53 African countries. We support the growth of technology hubs and their community to raise high potential entrepreneurs that will stimulate economic growth and social development in Africa. We do this by providing capacity building resources, financing, mentoring and networking opportunities to our network members.

2. BACKGROUND AND OBJECTIVE OF THIS EXPRESSION OF INTEREST

The purpose of this EOI is to establish a register of prequalified vendors and consultants across key procurement categories required for AfriLabs' use. Prequalification will enable AfriLabs to:

- Identify competent, credible, and capable service providers and suppliers in advance for specific procurement processes
- Ensure compliance with applicable procurement policies, donor requirements, and value-for-money principles
- Reduce procurement lead times during implementation by drawing from a pre-assessed pool of eligible vendors
- Promote transparency, competition, and equal opportunity in the AfriLabs procurement processes
- Establish a preferred vendor and consultant database for use.

Inclusion on the prequalified vendor register does not constitute a guarantee of contract award. All prequalified vendors and consultants will be subject to competitive solicitation processes — including Requests for Quotation (RFQ), Requests for Proposal (RFP), or Invitations to Bid (ITB) — as appropriate to the nature and value of each procurement.

3. REGISTER FOR THE PROVISION OF GOODS AND SERVICES.

AfriLabs is requesting expressions of interest from reputable vendors and consultants **in Nigeria and other African countries** to register with the organization to provide various services.

All submissions must meet the requirements in this document to be deemed conforming under the selections category in the Expression of Interest process.

Companies not previously registered with AfriLabs will be required to fill out the **Vendor Information Form** attached and are welcome to submit/resubmit their Expression of Interest.

Through the expression of interests received, a prequalification session is conducted, and qualified vendors will be onboarded to the organization's database as either a vendor or a consultant.

4. STANDARD CONDITIONS OF INVITATION

The following standard conditions apply to this Expression of Interest Application

4.1 General Conditions

- All applicants acknowledge that AfriLabs retains the right to accept or reject proposals.
- Any cost incurred by applicants for the creation of their Expression of Interests must be borne by the applicant. Hence, AfriLabs will not be responsible for any expenses whatsoever.
- No legal or other obligations shall arise between any applicant and AfriLabs until contractual documentation has been signed.

4.2 Conflict of interest.

- Any conflicts of interest must be identified, and written documentation provided explaining the conflict of interest in detail; at the time of lodgment of this EOI.
- If the conflict of interests is not disclosed and is discovered later, AfriLabs retains the right to cancel the contract with the approved applicant.

5. THE EXPRESSION OF INTEREST PROCESS

1. Open Invitation to submit an Expression of Interest.
2. More than a week timeline for applicants to submit applications.
3. Expression of interest closes on the 4th of July 2026.
4. All applicants are notified of applications received.
5. Applications are assessed.
6. A shortlist will be generated for suitable applicants.
7. Successful shortlisted applicants notified.
8. Unsuccessful applicants are notified.

6. APPLICATION CATEGORIES

The application categories include but are not limited to the sectors below. We invite interested companies **in Nigeria and other African countries** specializing in the following sectors to apply:

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CATEGORY A: Hotel/Hospitality Services:

- Hotel services: Local hotels, and international hotels.
- Meeting/ Conference room facilities.

CATEGORY B: Logistics Services:

- Transportation services (Car / Bus Hire): Local and International
- Couriers: Local and international
- Flight Agencies: Local and International Booking (Must include Visa processing on request)

CATEGORY C: Communications & Media Services:

- Videography and photography services (Live Streaming inclusive).
- Documentary shooting services

- Motion and Graphic design services
- Printing and branding services
- Interpretation and translation services
- Transcribers
- Script writing services
- Rapporteur services
- Public Relation & Media companies
- Content Development and Delivery Consultants

CATEGORY D: Facility Maintenance:

- Plumbing Service,
- Electrical Service and Maintenance,
- Carpentry services.
- Painting services
- Appliance repairs (e.g. Air conditioner, fridge, kitchen appliances)
- Any other related vendor

CATEGORY E: Catering Services:

- Catering companies. Local and intercontinental meal catering services.
- Bakery and confectionery services

CATEGORY F: Digital Services:

- Website design and maintenance services.
- Annotator
- Front End Expert
- Backend Expert
- UI/UX Designer
- DevOps Expert
- AI and Automation Specialist

CATEGORY G: Technology Services:

- Laptop sales companies and accessories.
- Laptop repair companies

CATEGORY H: Artistic Services:

- Murals and interior design services for aesthetics

CATEGORY I: Office Supplies

- General, Stationery and office suppliers e.g. Notebook, paper, pen, flipcharts, sticky notes, toiletries, Nestle bottled water, C-Way Dispenser water, beverages, biscuits etc.

CATEGORY J: Office Equipment

- Supply of office equipment e.g. office chairs, tables, air condition, microwave etc.

CATEGORY K: Consultancies

- Needs Assessment Analyst/Expert
- Application Reviewers
- Digital skills training (coding, data analytics, UX/UI, cybersecurity, AI/ML)
- Entrepreneurship and business development training
- Curriculum design and instructional development for university and hub contexts
- Mentorship and coaching services for early-stage entrepreneurs
- Workshop Facilitators
- Infrastructure Readiness Review Expert (Ensures technical assessment of infrastructure capacity, identifies critical gaps, and supports efficient upgrade planning, reducing implementation risks and ensuring facilities meet required standards for sustainable project delivery.)

- Environmental and Social Management Plan Expert (Ensure compliance with national regulations, while identifying and mitigating environmental and social risks.)
- MEL Dashboard and Maintenance Consultant
- Content Development and delivery consultants: (Translate curriculum into engaging, easy-to-understand learning materials and deliver high-quality sessions)
- Enterprise Support Organization (ESO) Coordinators in Lagos, Ondo, Ogun and Osun states
- State Project Officers in Lagos, Ondo, Ogun and Osun states

7. APPLICATION ELIGIBILITY

To be eligible for prequalification, all applicants — whether organizations or individual consultants — must meet the following minimum criteria:

For Organizations / Companies

- Legally registered business entity in Nigeria or any country in which services will be delivered, with a valid Certificate of Incorporation or equivalent
- Minimum of three (3) years of continuous operation in the relevant category
- Demonstrated experience of at least two (2) similar assignments or supply contracts within the last five (5) years
- Valid Tax Identification Number (TIN) and evidence of tax compliance
- No pending legal proceedings, debarment, or sanctions by any national or international regulatory authority
- Commitment to AfriLabs's Code of Conduct, Anti-Corruption Policy, Safeguarding Policy, and Environmental and Social Standards

For Individual Consultants

- Relevant academic qualification and/or professional certification in the applicable category
- Minimum of five (5) years of demonstrated experience in the relevant field
- Evidence of at least two (2) recent, relevant engagements with comparable organizations (NGOs, INGOs, development programmes, or academic institutions preferred)
- Valid means of identification and Tax Identification Number
- Commitment to AfriLabs's Code of Conduct, Safeguarding Policy, and Anti-Corruption Policy

AfriLabs guarantees that submitted information will not be shared with third parties and all personal and corporate data provided will be used exclusively for the **evaluation and shortlisting process** for the 2026 Vendor and Consultant Register.

8. APPLICATION/SUBMISSION REQUIREMENTS

Interested vendors and consultants are required to submit the following documents:

For Organizations or companies:

- Download and fill the **Vendor Information Form**.
- Company Profile.
- Company Certificate
- Company Registration Documents.
- Latest Tax Certificate

- Evidence of previous projects and clients in relevant sectors (NGO & government organizations).
- CV and Information of qualified technical staff (If applicable).
- References: Contact information for at least three organization references- (Name, email and phone number)

For Individuals:

- Download and fill the **Vendor Information Form**.
- Updated CV or Portfolio
- Latest Tax Certificate and Tax Identification Number
- Evidence of previous projects and clients in relevant sectors (NGO & government organizations).
- References: Contact information for at least three organization references - (Name, email and phone number)

9. EVALUATION AND SHORTLISTING CRITERIA

All EOI submissions will be evaluated by AfriLabs's Procurement Unit (PU) using the following criteria. Only applicants meeting the minimum threshold of 70 out of 100 points will be included on the prequalified vendor register.

#	Evaluation Criterion	Maximum Score	Minimum Required
1	Legal registration and compliance status	15 points	10 Points
2	Relevant experience and track record in the applicable category	30 points	25 points

3	Technical competency of key staff or the individual consultant	25 points	20 points
4	Quality and completeness of submission	15 points	10 points
5	References and client satisfaction evidence	15 points	5 points
	TOTAL	**100 points**	**70 points**

10. IMPORTANT CONDITIONS AND DISCLAIMERS

- This EOI is not a solicitation for proposals or quotations and does not obligate AfriLabs to award any contract.
- AfriLabs reserves the right to accept or reject any or all applications, cancel this EOI, or amend its terms at any time without incurring any liability to applicants.
- Prequalification on the vendor register does not guarantee invitation to bid or contract award. All prequalified vendors will be subject to competitive procurement processes.
- Canvassing or lobbying — directly or indirectly — will result in automatic disqualification.
- AfriLabs will not be responsible for any costs incurred by applicants in preparing or submitting their EOI.
- All information provided in this EOI is subject to verification. Submission of false or misleading information will result in disqualification and may be reported to relevant authorities.

- Vendors and consultants currently debarred or suspended by any UN agency, bilateral donor, or Nigerian government authority are ineligible to apply.
- AfriLabs is an equal opportunity organization and encourages applications from women-owned businesses, youth-led enterprises, and organizations with demonstrated commitment to social inclusion.

11. ENQUIRIES AND CLARIFICATIONS

All questions and requests for clarification regarding this EOI must be submitted in writing by email to the address below no later than 21 June 2026. Responses to queries will be published on the AfriLabs website and shared with all applicants who have indicated interest.

Procurement Contact	AfriLabs Procurement Unit
Email	bids@afrilabs.com
Website	www.afrilabs.com/procurement
Query Deadline	21 June 2026 at 17:00 WAT
Physical Address	AfriLabs Secretariat, Abuja, Nigeria

12. SUBMISSION INSTRUCTIONS

- Interested suppliers should **DOWNLOAD** the **Vendor Information Form before use,** fill, sign, and submit together with other documents.
- All expressions of interest should be submitted via email to bids@afrilabs.com by the specified deadline of **July 4, 2026** with the **Subject: Expression of Interest - (Name of Application Category)**

Note: Late submissions will not be considered.

SUMMARY OF KEY DATE

Activity	Date
Publication of EOI Notice	16 June 2026
Deadline for Submission of Queries	21 June 2026
AfriLabs Response to Queries	28 June 2026
EOI Submission Deadline	4 July 2026 at 17:00 WAT
Evaluation of Submissions	5 – 18 July 2026
Notification of Prequalification Results	25 June 2026