Centre for Advocacy, Transparency and Accountability Initiative (CATAI)
Maiduguri, Borno State, Nigeria • www.cataing.org • procurement@cataing.org

Ref: CATAI/FCDO-COMPASS2/2026/NOT/131 **Date: 21 July, 2026**

NATIONAL OPEN TENDER DOCUMENT

Supply and Delivery of Dignity Kits and Hygiene Materials for GBV Survivors and Vulnerable Women and Girls

Bama, Banki, Gwoza, Ngala, Damasak and Madagali

Tender Reference No.	CATAI/FCDO-COMPASS2/2026/NOT/131
Purchase Request Ref.	2026 / FCDO / NGA-000385-06 (FCDO Year 2) / 131
Project	FCDO COMPASS Year 2 — Project Code NGA-000385-06 (FCDO Year 2)
Tender Method	National Open Tender
Submission Deadline	3rd August, 2026 at 12:00 noon
Tender Opening	5th August, 2026 at 10:00 a.m., CATAI Office, Maiduguri
Bid Validity Period	60 days from the date of tender opening

Section 1 — Introduction

The Centre for Advocacy, Transparency and Accountability Initiative (CATAI) is a Nigerian humanitarian civil society organisation implementing the FCDO COMPASS Year 2 project in conflict-affected communities of Borno, Adamawa, Sokoto and Zamfara States.

Women and girls in Bama, Banki, Gwoza, Ngala, Damasak and Madagali continue to face heightened risk due to limited access to essential hygiene materials and dignity items. CATAI is procuring 900 dignity kits to support their hygiene, safety and well-being, and to contribute to the prevention of Gender-Based Violence (GBV) risks.

CATAI invites tenders from eligible, reputable and competent companies for the supply and delivery of the items described in Section 3 of this document, in accordance with the eligibility requirements set out in Section 4.

Section 2 — Tender Timeline

Date of Advertisement	21st July, 2026
Deadline for Clarification Requests	31st July, 2026 at 5:00 p.m.
Tender Submission Deadline	3rd August, 2026 at 12:00 noon
Tender Opening	5th August, 2026 at 10:00 a.m., CATAI Office, Maiduguri
Evaluation Completed	7th August, 2026

Notification of Award / PO Issuance	10th August, 2026
Delivery Deadline	Within 30 days of Purchase Order issuance
Bid Validity Period	60 days from the date of tender opening

CATAI reserves the right to revise this timeline. Any revision will be communicated in writing to all bidders.

Section 3 — Scope of Supply

The successful bidder shall supply, assemble into complete dignity kits, and deliver all items listed in the Bill of Quantities below to all six delivery locations: Bama, Banki, Gwoza, Ngala, Damasak and Madagali. Prices quoted must be Delivered Duty Paid (DDP) — fully inclusive of packaging, loading, transportation, offloading and handling to each location. CATAI will not pay any separate transportation, freight or logistics charge; bidders must factor all such costs into their unit prices.

All items must be new, of good quality, durable and fit for purpose. The bidder shall assemble all 19 items per beneficiary into one complete dignity kit bag (Item 4) before delivery. Bidders are required to submit physical samples of each item with their tender.

Bill of Quantities / Price Schedule

S/N	Item Description	Unit	Total Qty Required	Unit Price (₦)	Total Price (₦)
1	Reusable sanitary pads, pack of 6 washable pads, soft absorbent material, leak-resistant design, suitable for women and adolescent girls, supplied in hygienic packaging.	Pack	900		
2	Multipurpose laundry detergent bar soap, 250g per bar, suitable for washing clothes and general household cleaning, firm texture, effective stain removal, supplied in original packaging.	Piece	3,600		
3	Detergent powder, 1kg pack, suitable for laundry and general household cleaning, good foaming and stain-removal quality, supplied in sealed manufacturer packaging.	Piece	900		
4	Reusable dignity kit bag, medium size, durable material, strong handle/strap, secure zip or drawstring closure, suitable for carrying hygiene and personal items.	Pack	900		
5	Adult toothbrush, soft or medium bristles, durable handle, suitable for daily oral hygiene, individually wrapped or supplied in hygienic packaging.	Pieces	900		
6	Fluoride toothpaste, medium-size tube, minimum 100g or equivalent, suitable for daily oral hygiene, supplied in sealed original packaging.	Piece	900		
7	Women's cotton underwear, assorted adult sizes, breathable fabric, comfortable elastic waistband, good stitching, supplied clean and neatly packaged.	Piece	4,500		
8	Women's wrapper fabric, Chiganvy-type, 6 yards per piece, good-quality material, assorted colours/patterns, neatly folded and packaged.	Piece	900		
9	Khimar/Hijab, 3 yards, modest head-covering fabric, soft and breathable material, suitable for women and girls, assorted neutral colours.	Piece	900		
10	Plastic bucket with fitted cover, 20 litres capacity, durable body, tight-fitting lid, strong carrying handle, suitable for household storage and washing.	Piece	900		
11	Medium-size bath towel, absorbent material, soft texture, neatly hemmed edges, quick-drying, assorted colours, suitable for personal hygiene use.	Piece	900		
12	Sleeping mat, 6ft x 3ft, durable woven/plastic material, lightweight, rollable, easy to clean, suitable for individual sleeping use.	Piece	900		

13	Rubber slippers, assorted adult sizes, durable sole, comfortable straps, non-slip base, suitable for daily personal use.	Pair	900		
14	Hair comb, durable plastic material, adult size, smooth teeth, suitable for general grooming and daily personal use.	Piece	900		
15	Disposable shaving sticks, pack of 5, sharp stainless-steel blades with safety cover, suitable for personal grooming, supplied in sealed packaging.	Pack	900		
16	Solar rechargeable LED torchlight, built-in rechargeable battery, solar charging panel, strong light output, durable body, supplied with accessories where applicable.	Pack	900		
17	Emergency alert whistle, durable plastic or metal, loud sound output, lightweight, with lanyard/key-ring attachment where available.	Piece	900		
18	Laundry rope, 10 metres length, durable nylon/plastic material, strong enough for hanging wet clothes, weather-resistant.	Piece	900		
19	Petroleum jelly, 500ml container, suitable for skin protection and moisturising, sealed original packaging, Vaseline or equivalent quality.	Piece	900		
				SUB-TOTAL	

Note to Bidders: This Bill of Quantities/Price Schedule must be completed in full and submitted with the Financial Proposal. Prices must be inclusive of all delivery costs to all six locations as described above.

Section 4 — Eligibility Criteria

To be eligible for award, a bidder must satisfy all of the following at the point of tender submission. A single failure disqualifies the bid — the Financial Proposal of a disqualified bidder will not be opened or evaluated:

- Valid Corporate Affairs Commission (CAC) Certificate of Incorporation or Business Name Registration.
- Current Tax Clearance Certificate covering the last three (3) years.
- Evidence of a minimum of two (2) completed supply contracts for FMCG, hygiene/relief items, or comparable bulk consumer goods, each valued at not less than ₦15,000,000, completed within the last three (3) years.
- Audited financial statements for the last two (2) years, or bank statements covering the last six (6) months, demonstrating sufficient financial capacity to execute a contract of this value.
- A demonstrated logistics capacity and delivery plan covering all six delivery locations.
- The bidder is not on any debarment, suspension, or ineligibility list maintained by CATAI, its donors, or the Nigerian government.
- Physical samples of each of the 19 items submitted alongside the Technical Proposal.

Section 5 — Instructions to Bidders

Tenders must be submitted in two (2) separately sealed envelopes enclosed within one outer envelope:

Envelope 1 — Technical Proposal:

- Company profile and eligibility documents listed in Section 4
- Evidence of completed similar contracts
- Logistics and delivery plan covering all six locations
- Physical samples of each of the 19 items
- Signed Bidder's Declaration and Authorisation Form (Annex A)

Envelope 2 — Financial Proposal:

- Completed Bill of Quantities / Price Schedule (Section 3), with unit prices and total prices in Nigerian Naira
- A statement of bid validity confirming the prices remain valid for 60 days from the date of tender opening
- Bank account details for payment purposes (Account Name, Account Number, Bank Name, TIN)

The outer envelope must be clearly labelled:

"NATIONAL OPEN TENDER — CATAI/FCDO-COMPASS2/2026/NOT/131 — DO NOT OPEN BEFORE 3RD AUGUST, 2026"

Electronic submissions are accepted at procurement@cataing.org with the subject line "TENDER SUBMISSION — CATAI/FCDO-COMPASS2/2026/NOT/131", with the Technical and Financial Proposals as clearly separated, password-protected attachments. CATAI accepts no responsibility for misdirected, incomplete, or corrupted electronic submissions.

Section 6 — Evaluation Methodology

Evaluation proceeds in three stages. A bidder must pass each stage before the next is considered.

Stage 1 — Eligibility Check (Pass/Fail):

Envelope 1 is checked against the eligibility criteria in Section 4. A single failed criterion disqualifies the bid; its Financial Proposal will not be opened.

Stage 2 — Technical Evaluation (maximum 100 points; minimum pass mark 60 points):

- Technical compliance with item specifications — 40 points
- Quality of physical samples submitted — 20 points
- Packaging and kit-assembly quality — 10 points
- Warranty / replacement terms for defective or damaged items — 10 points
- Delivery timeline and logistics feasibility across all six locations — 20 points

Full scoring detail is set out in the Technical Evaluation Scoresheet issued alongside this Tender Document. Only bidders scoring 60 points or above proceed to financial evaluation.

Stage 3 — Financial Evaluation:

Among technically qualified bidders, CATAI will recommend the lowest evaluated, compliant bid for award. Where the price variance between the lowest and the next bidder exceeds 15%, this will be specifically noted and justified in the Minute of Supplier Selection.

CATAI reserves the right to accept or reject any or all tenders, in whole or in part, and is not bound to accept the lowest bid if it is found non-compliant, technically deficient, or otherwise unsatisfactory.

Section 7 — General Conditions

- Delivery: Delivered Duty Paid (DDP) to all six locations within 30 days of Purchase Order issuance.
- Inspection: All items are subject to inspection on delivery at each location. Defective, damaged, or non-conforming items must be replaced by the supplier at no additional cost within 5 working days of notification.
- Payment Terms: Payment is made after satisfactory delivery, inspection, and signing of the Goods Received Note at each delivery point.
- Tax: A Withholding Tax (WHT) of 2% applies to the value of goods supplied, deducted at the point of payment, in line with Nigerian tax law. Stamp duty does not apply to this transaction.
- Confidentiality: All information contained in this Tender Document is for the sole use of the bidder to whom it is provided and may not be disclosed to any third party without CATAI's written consent.
- Right to Cancel: CATAI may cancel this tender process at any stage without liability to any bidder.

Annex A — Bidder's Declaration and Authorisation Form

I/We, the undersigned, being duly authorised to represent the company named below, hereby declare that:

1. The information and documents submitted with this tender are true, accurate, and complete to the best of our knowledge.
2. Our company has not engaged, and will not engage, in any act of collusion, fraud, or corrupt practice in connection with this tender.
3. Our company is not insolvent, in receivership, bankrupt, or being wound up, and is not the subject of any legal action that could materially affect its ability to perform this contract.
4. Our company accepts the General Conditions, Eligibility Criteria, and Evaluation Methodology set out in this Tender Document.
5. The prices quoted in our Financial Proposal remain valid for 60 days from the date of tender opening.

Company Name	
Contact Person / Position	
Phone / Email	
Authorised Signature	
Date	

Find below link, to vendor profile form and code of conducts for your references

Kindly ensure all forms are signed stamped where need be

https://drive.google.com/drive/folders/1T_cj-wRWQTOdmL09FKic8Y9FwCEkQ275?usp=drive_link