Centre for Advocacy, Transparency and Accountability Initiative (CATAI)

NATIONAL OPEN TENDER DOCUMENT

PROVISION OF VEHICLE HIRE SERVICES FOR FIELD MOBILITY

Under the COMPASS Year 2 Project

Tender Reference	2026 / FCDO / NGA-000385-06 (FCDO Year 2) / 136
Procurement Method	National Open Tender
Project	COMPASS Year 2 — NGA-000385-06 (FCDO Year 2)
Donor / Grant	FCDO (implemented with the Danish Refugee Council)
Service Locations	Bama, Banki, Ngala, Gwoza, Damasak and Madagali
Contract Period	1st August, 2026 to 31st March, 2027
Issue Date	23rd July, 2026
Clarification Deadline	30th July, 2026 — 5:00 PM
Submission Deadline	6th August, 2026 — 12:00 PM (Noon)
Tender Opening	7th August, 2026 — 10:00 AM

This Tender Document is issued for the purpose of inviting competitive tenders. It does not constitute an offer or a contract. CATAI reserves the right to accept or reject any tender without obligation to give reasons.

SECTION 1 — INTRODUCTION AND BACKGROUND

The Centre for Advocacy, Transparency and Accountability Initiative (CATAI), with support from the Danish Refugee Council (DRC) under the FCDO-funded COMPASS Project, is implementing protection monitoring and community-based protection activities in Bama, Banki, Ngala, Gwoza, Damasak and Madagali LGAs of Borno and Adamawa States.

To ensure timely and safe delivery of project activities — including protection monitoring, community sensitisation, data collection and beneficiary follow-up — CATAI requires reliable vehicle-hire services for the movement of staff and materials to and within the project locations. CATAI therefore invites eligible service providers to tender for the provision of these services in accordance with this Tender Document.

SECTION 2 — SCOPE OF SERVICES AND SCHEDULE OF REQUIREMENTS

The selected service provider(s) shall provide roadworthy vehicles with experienced drivers to support field mobility across the six (6) service locations for the contract period. The indicative schedule of requirements is set out below. Each location requires an estimated 128 service days (16 days per month over 8 months).

S/N	Service Location	Description of Service (Vehicle Type)	Unit	Total Days
1	Bama	Provision of vehicle services (Tricycle — NAPEP) for protection monitoring activities.	Day	128
2	Banki	Provision of vehicle services (Tricycle — NAPEP) for protection monitoring activities.	Day	128
3	Ngala	Provision of transport services (Tricycle — NAPEP) for protection monitoring activities.	Day	128
4	Gwoza	Provision of transport services (Tricycle — NAPEP) for protection monitoring activities.	Day	128
5	Madagali	Provision of transport services (Tricycle — NAPEP) for protection monitoring activities.	Day	128
6	Damasak	Provision of vehicle services (Saloon Golf Wagon or Mercedes Wagon) for protection monitoring activities.	Day	128

Note: *Quantities are estimates based on planned field activities and may vary with operational need. Payment shall be made only for services actually rendered and verified.*

SECTION 3 — VEHICLE SPECIFICATIONS AND SERVICE REQUIREMENTS

The service provider shall, at its own cost, meet the following minimum requirements:

- Provide vehicles suitable for field missions in hard-to-reach and rough-terrain LGAs.
- Ensure that all vehicles are roadworthy, in good mechanical condition, and (where possible) air-conditioned.
- Fit each vehicle with basic safety equipment — spare tyre, jack, fire extinguisher and first-aid kit — and functional seat belts for all passengers.
- Provide experienced drivers who are familiar with the operational areas and the prevailing security context.
- Ensure all vehicles have valid registration, insurance and roadworthiness certificates throughout the contract period.
- Keep all vehicles fuelled, serviced and maintained at the service provider’s own cost.

- Be flexible to respond to CATAI's travel schedules, including weekend or emergency deployments where necessary.

Vehicle categories:

- Tricycle (NAPEP) — for Bama, Banki, Ngala, Gwoza and Madagali: in good mechanical condition, with a competent, registered rider.
- Saloon Golf Wagon or Mercedes Wagon — for Damasak: minimum 4 passenger seats, petrol with efficient fuel consumption, and not more than 8 years old.

SECTION 4 — ELIGIBILITY AND QUALIFICATION CRITERIA

To be considered, a vendor must satisfy ALL of the following mandatory requirements. Each requirement is assessed on a Pass/Fail basis; a single failure disqualifies the tender from further evaluation.

#	Mandatory Eligibility Requirement (each supported by documentary evidence)
1	Valid CAC Certificate of Incorporation or Business Name Registration.
2	Current Tax Clearance Certificate and valid Tax Identification Number (TIN).
3	Evidence of at least three (3) similar vehicle-hire / transport service contracts executed within the last five (5) years.
4	Audited financial statements (last 2 years) OR bank statements (last 6 months) demonstrating financial capacity.
5	Verifiable evidence of a fleet capable of covering the required LGAs, with valid vehicle registration, insurance and roadworthiness particulars.
6	Signed Declaration of Impartiality, Confidentiality and Conflict of Interest (where required) and a signed Tender/Bid Submission Form.
7	Vendor not appearing on any debarment, suspension, sanction or ineligibility list.

SECTION 5 — INSTRUCTIONS TO BIDDERS

1. Tenders must be prepared in English and all prices quoted in Nigerian Naira (~~₦~~).
2. Tenders shall be submitted in two (2) separately sealed envelopes — Technical Proposal (Envelope 1) and Financial Proposal (Envelope 2) — enclosed within one outer envelope.
3. The Technical Proposal shall contain the company profile, all eligibility documents, evidence of similar contracts, fleet list with vehicle particulars, mobilisation/logistics plan, and the signed Tender Submission Form.
4. The Financial Proposal shall contain the completed Pricing Schedule (Section "Pricing Schedule"), quotation validity, and bank details. Prices must be inclusive of all costs, fuel, maintenance and driver charges.
5. Tenders must remain valid for a minimum of sixty (60) days from the submission deadline.
6. Each bidder bears its own costs of preparing and submitting its tender; CATAI is not liable for any such costs.
7. Any attempt to influence the evaluation, or any misrepresentation, shall result in disqualification.

SECTION 6 — SUBMISSION REQUIREMENTS AND DEADLINE

Submission deadline: 6th August, 2026 at 12:00 PM (Noon). Tenders received after this time will be rejected unopened.

The outer envelope must be clearly labelled: "NATIONAL OPEN TENDER — 2026/FCDO/NGA-000385-06/136 — VEHICLE HIRE — DO NOT OPEN BEFORE 7th August, 2026." Electronic submissions may be sent to procurement@cataing.org with the subject line "TENDER SUBMISSION — 2026/FCDO/NGA-

000385-06/136 — VEHICLE HIRE." Submissions are addressed to the CATAI office nearest to the service location.

SECTION 7 — TENDER OPENING AND EVALUATION PROCESS

Tenders will be opened on 7th August, 2026 at 10:00 AM by the CATAI Procurement Committee. Evaluation follows a two-stage process:

- **Stage 1 — Eligibility (Pass/Fail):** the mandatory requirements in Section 4 are verified. Only vendors that pass proceed to technical evaluation.
- **Stage 2 — Technical Evaluation (80 points):** compliant tenders are scored against the criteria in Section 8. The minimum technical pass mark is 48 out of 80 (60%).
- **Financial Evaluation:** the financial proposals of technically responsive tenders are then compared. In line with CATAI policy, award is recommended to the lowest compliant bidder that meets the technical threshold.

SECTION 8 — EVALUATION CRITERIA (TECHNICAL: 80 POINTS)

- **Criterion 1 — Fleet compliance with vehicle specifications (40 points):** availability and condition of the required vehicle types across all six LGAs, age, capacity and safety equipment.
- **Criterion 2 — Operational capacity and drivers (20 points):** experienced drivers familiar with the operational areas and security context, valid vehicle documentation, and flexibility for weekend/emergency deployments.
- **Criterion 3 — Mobilisation timeline and logistics (20 points):** ability to mobilise for the contract start, maintenance and fuelling at own cost, and contingency arrangements for breakdowns.

The detailed committee scoring is recorded on the Individual Technical Evaluation Scoresheet issued with this tender.

SECTION 9 — TERMS AND CONDITIONS OF CONTRACT

8. Contract period: 1st August, 2026 to 31st March, 2027, or as varied in writing by CATAI.
9. Payment shall be made in arrears, upon submission of an invoice supported by verified service records for the period, and upon satisfactory completion of the agreed deliverables. No advance payment shall be made unless otherwise agreed in writing.
10. **Withholding Tax (WHT) at the rate of 10%** applicable to vehicle-hire / rental services shall be deducted at source from each payment and remitted to the relevant tax authority. Stamp duty is not applicable.
11. The service provider shall maintain valid insurance and shall be responsible for all vehicle maintenance, fuelling, licensing and driver welfare costs.
12. CATAI may terminate the contract, in whole or in part, for non-performance, breach of terms, or on reasonable notice, without liability beyond services satisfactorily rendered up to the date of termination.
13. The service provider shall comply with CATAI's safeguarding, security and code-of-conduct requirements at all times.

SECTION 10 — FRAUD, CONFIDENTIALITY AND GENERAL PROVISIONS

CATAI operates a zero-tolerance policy towards fraud, corruption, coercion and collusion. Any vendor found to have engaged in such practices will be disqualified and may be reported to the relevant authorities and donor. All information disclosed in this tender is confidential and must be used solely for the purpose of preparing a tender. CATAI reserves the right to accept or reject any or all tenders, to waive minor informalities, and to annul the process at any stage without incurring any liability.

THIS DOCUMENT IS FOR TENDER PURPOSES ONLY AND DOES NOT CONSTITUTE A CONTRACT.

PRICING SCHEDULE (FINANCIAL PROPOSAL — TO BE COMPLETED BY THE BIDDER)

Bidders must quote an all-inclusive daily rate per vehicle for each location. All prices are in Nigerian Naira (₦) and inclusive of fuel, maintenance, insurance and driver costs. WHT of 10% will be deducted at source at the payment stage.

S/N	Location	Vehicle Type	Total Days	Unit Rate / Day (₦)	Total Amount (₦)
1	Bama	Tricycle (NAPEP)	128		
2	Banki	Tricycle (NAPEP)	128		
3	Ngala	Tricycle (NAPEP)	128		
4	Gwoza	Tricycle (NAPEP)	128		
5	Madagali	Tricycle (NAPEP)	128		
6	Damasak	Saloon Golf Wagon / Mercedes Wagon	128		
			GRAND TOTAL (₦)		

Quotation Validity: _____ days Delivery / Mobilisation Timeline: _____

Company Name: _____

Authorised Representative (Name & Position): _____

Signature & Stamp: _____ Date: _____

TENDER / BID SUBMISSION FORM

We, the undersigned, having examined the Tender Document for the Provision of Vehicle Hire Services for Field Mobility (Tender Ref: 2026 / FCDO / NGA-000385-06 (FCDO Year 2) / 136), hereby offer to provide the services in conformity with the said Tender Document. We confirm that this tender is valid for the period stated above, that the information provided is true and accurate, and that we are not subject to any conflict of interest, debarment or sanction. We accept CATAI's right to accept or reject any tender without giving reasons.

Name of Authorised Signatory: _____

Position: _____

Signature & Company Stamp: _____ Date: _____

Issued by:

Justice Chibuikem Ubani — Procurement Officer, CATAI

Approving Authority: Abubakar Sadiq Muazu — Executive Director, CATAI

(Signatures to be affixed manually.)