HOPE AND RURAL AID FOUNDATION (HARAF)

Invitation to Bid (ITB)

HOPE AND RURAL AID FOUNDATION (HARAF)

SUPPLY AND DELIVERY OF NON-FOOD ITEMS (NFIs)

Date: 10th August, 2026
Tender Reference: HARAF/PROC/NFI/2026/0
Procurement Method: Open Competitive Bidding
Contract Type: Lump Sum Supply Contract
Currency: Nigerian Naira (NGN)

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1. BACKGROUND

Hope and Rural Aid Foundation (HARAF) is a humanitarian and development organization implementing life-saving and resilience-building interventions across Nigeria.

As part of its humanitarian response to flood-affected populations, HARAF is implementing the project:

"Strengthening Community Based Protection Preparedness for Flood Affected Population through Protection Services and GBV Risk Mitigation in Fufore, Yola South, Yola North, Girei, Demsa, Numan and Lamurde."

As part of the project implementation, HARAF intends to procure Non-Food Items (NFIs) to support vulnerable and flood-affected populations across the project locations.

HARAF hereby invites qualified and eligible vendors to submit sealed bids for the **supply and delivery of Non-Food Items (NFIs)** in accordance with the specifications and quantities provided in this Invitation to Bid.

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2. SCOPE OF SUPPLY

The successful bidder(s) shall supply and deliver the required Non-Food Items in accordance with the technical specifications and quantities provided in the Price Schedule in Section 11.

All supplied items must:

- Be new and unused.
- Meet the technical specifications provided in this ITB.
- Be of acceptable quality and fit for the intended purpose.
- Be properly packaged to prevent damage during transportation and delivery.
- Comply with applicable Nigerian standards and requirements, where applicable.

Delivery Location

Hope and Rural Aid Foundation (HARAF)
Former UNHCR Office, Malamre Quarters, Kano Street, Off Barracks Road, Jimeta Yola, Adamawa State, Nigeria.

All costs associated with transportation, loading, offloading and delivery to the HARAF office shall be incorporated into the bid price.

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3. PARTICIPATION AND ELIGIBILITY

3.1 Eligibility to Participate

Participation in this tender is open to legally registered suppliers, wholesalers and manufacturers operating in Nigeria with relevant experience in the supply of NFIs, household items or similar humanitarian supplies.

Interested bidders must submit the following documentation:

1. Company Registration
2. Tax and Statutory Compliance
3. Relevant Experience
4. Financial Capacity

Failure to provide the required documentation may result in disqualification from the evaluation process.

3.2 Grounds for Exclusion

A bidder may be excluded from participation if the bidder:

- Is debarred or sanctioned by government or donor agencies.
- Is bankrupt or under liquidation.
- Has outstanding tax or regulatory liabilities.
- Has been involved in fraud, corruption or misrepresentation.
- Has attempted to influence the procurement process improperly.
- Has demonstrated poor contract performance in previous engagements.

3.3 Ethical and Safeguarding Standards

HARAF maintains zero tolerance for:

- Fraud and corruption.
- Sexual exploitation and abuse.
- Child labour or human trafficking.

All bidders must comply with HARAF safeguarding standards and applicable Nigerian laws.

HARAF reserves the right to conduct supplier due diligence before contract award.

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4. ENVIRONMENTAL AND SOCIAL RESPONSIBILITY

HARAF encourages suppliers to apply environmentally responsible practices, particularly in packaging, waste reduction and safe material handling.

Where possible, suppliers should use durable and recyclable packaging materials.

Environmental and social considerations may be included during bid evaluation.

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5. TENDER VALIDITY

Bids shall remain valid for a period of **ninety (90) days** from the deadline for submission.

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6. LANGUAGE

All bids and related correspondence must be submitted in **English**.

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7. TENDER KEY DATES

The key dates for this Invitation to Bid are as follows:

- **Date of Issue:** 10th August 2026
- **Tender Submission Deadline: 31st August 2026 at 5:00 PM (WAT)**
- **Tender Opening/Technical Evaluation:** To be determined by HARAF
- **Financial Evaluation and Award:** To be determined by HARAF

Bidders are encouraged to carefully review all requirements and specifications before submitting their bids.

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8. SUBMISSION OF BIDS

Bids must be received no later than:

31st August 2026 at 5:00 PM (WAT).

Bidders may submit bids using one of the following methods:

8.1 Electronic Submission

Bids should be submitted electronically as PDF files to:

Email: eoi_procurement@haraf.org.ng

8.2 Physical Submission

Sealed bids may be delivered to the following address during official working hours, **8:30 AM – 4:30 PM, Monday to Friday**:

Hope and Rural Aid Foundation (HARAF)
Former UNHCR Office, Malamre Quarters, Kano Street, Off Barracks Road, Jimeta Yola, Adamawa State, Nigeria.

The sealed envelope must clearly indicate:

- Tender Reference Number
- Name of the Bidder
- **"Invitation to Bid – Supply and Delivery of NFIs"**

Submission Note

Bidders must submit their financial/price bid on the company letterhead.

Only **one submission package containing both technical and financial information** is required.

Late submissions shall not be accepted.

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9. EVALUATION AND AWARD

Bids will be evaluated based on:

- Compliance with eligibility and regulatory requirements.
- Technical conformity to the specifications.
- Completeness and responsiveness of the bid.
- Supplier capacity and relevant experience.
- Price competitiveness and value for money.
- Ability to meet the required delivery timelines.

HARAF reserves the right to accept or reject any bid and is **not bound to award the contract to the lowest-priced bidder**.
The award will be made to the responsive and qualified bidder(s) in accordance with HARAF's procurement procedures.

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10. PAYMENT TERMS

Payment shall be made within **twenty-one (21) working days** after delivery, inspection and acceptance of the goods, subject to receipt and verification of all required documentation.
In line with applicable Nigerian government regulations, HARAF shall withhold **2% withholding tax** from the total contract value.
Payment shall be made by bank transfer or cheque.

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11. PRICE SCHEDULE

Bidders must complete the price schedule below.

Prices must be inclusive of all costs associated with the supply and delivery of the items to the designated HARAF office in Yola, including transportation, loading, offloading, insurance and other applicable costs.

S/N	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE (NGN)	TOTAL (NGN)
1	Blanket (1.4–2kg, medium thermal type, woven dry raised both sides)	pcs	762		
2	Synthetic Mat (180 x 0.90m, tightly woven fabric, pure virgin polypropylene (PP))	pcs	762		
3	10L Jerrycan (24 x 17.5 x 26.5cm, yellow with red lid, 200g)	pcs	762		
4	20L Jerrycan (29.5 x 21 x 26.5cm, yellow with red lid,	pcs	254		

	300g)				
5	Laundry Soap (250g, 11.5 x 7cm, not harmful to the skin)	pcs	1,270		
6	Bath Soap (200g, fatty acid minimum 70%, NaOH content maximum 0.3%)	pcs	1,270		
7	Treated Mosquito Net (LLIN, 190 x 180 x 150cm, rectangular shape with minimum 6 hangers)	pcs	508		
8	Reusable Sanitary Pad (waterproof PUL layer, winged)	pcs	508		
9	10L Basin (heavy duty polyethylene, injection moulded, 18 x 33 x 23cm)	pcs	254		
10	Kettle No. 3 (polyethylene with lid, 2L, including handle and spout with no sharp edges)	pcs	508		
11	Rechargeable Solar Lamp (3 x 1000mAH AA-size dry battery, battery duration 4 hours, 6 LED)	pcs	254		
12	Rope (10mm, 30m)	pcs	254		
13	10L Bucket (heavy duty plastic, with metallic handle, 100g)	pcs	508		
14	Cooking Pot 10L (locally made aluminium, with lid, bowl-shaped)	pcs	254		
15	Cooking Pot 5L (locally made aluminium, with lid, bowl-shaped)	pcs	508		
16	Stainless Steel Tray (40cm, 200 series, NOVA or 555)	pcs	508		
17	Stainless Steel Cup 0.3L (200 series, NOVA or 555)	pcs	508		
18	Stainless Steel Cup 0.4L (200 series, NOVA or 555)	pcs	508		
19	Stainless Steel Cup 0.5L (200 series, NOVA or 555)	pcs	508		
20	Kitchen Knife (stainless steel and wooden handle, 29cm)	pcs	254		
21	Serving Spoon (stainless steel, solid, 35ml, 35cm length)	pcs	508		
22	Packaging Bag with NHF logo on both sides (100 x 100cm, 50kg capacity, 190g/m² ±20g/m² tarpaulin with rope handles)	pcs	254		
23	Foldable Mattress	pcs	508		
24	NaDCC Disinfection Tablets (15 sachets). User guidance leaflets are strongly recommended to be included in the kit. NDDC 67mg, 20L tablet (water purification tablets, 150 tablets per 15 sachets) or equivalent.	packs	254		
	GRAND TOTAL				**NGN**

12. RIGHT TO REJECT

HARAF reserves the right to cancel this tender, reject any or all bids, or annul the procurement process at any stage without incurring any liability to bidders.

Submission of a bid or participation in any stage of the procurement process **does not constitute a contract, purchase order or commitment by HARAF to award the procurement to any bidder**.

HARAF will only recognize an award following completion of its procurement process and issuance of the appropriate formal procurement documentation.

ISSUED BY:

HOPE AND RURAL AID FOUNDATION (HARAF)

Procurement/Operations Unit

Date: 10th August 2026