HOPE AND RURAL AID FOUNDATION (HARAF)

INVITATION TO BID (ITB)

SUPPLY AND DELIVERY OF DIGNITY KITS

Date: 10th August, 2026
Tender Reference: HARAF/PROC/DK/2026/06
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 **Dignity Kits** 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 750 Dignity Kits**, each comprising the items specified in this Invitation to Bid.

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2. SCOPE OF SUPPLY

The successful bidder(s) shall supply and deliver **750 complete Dignity Kits** in accordance with the specifications and quantities provided in the Price Schedule in Section 11.

Each complete Dignity Kit shall contain **all 20 items listed in the Price Schedule**.

The bidder shall be responsible for sourcing, assembling, packaging and delivering the complete kits to HARAF.

All supplied items must:

- Be new and unused.
- Be of acceptable quality and fit for the intended purpose.
- Be safe and suitable for use by the intended beneficiaries.
- Meet the specifications stated in this ITB.
- Be properly packaged to prevent damage, contamination or loss during transportation and handling.
- Be delivered as complete kits containing all specified components.
- Comply with applicable Nigerian standards and requirements, where applicable.

Packaging of Dignity Kits

Each kit shall be packed in a durable and suitable bag capable of safely containing all the specified items.

The packaging bag shall be strong enough to withstand transportation, handling, storage and distribution to beneficiaries.

The final packaging and presentation of the kits shall be subject to inspection and approval by HARAF before acceptance.

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, assembly, packaging 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, manufacturers and distributors operating in Nigeria with relevant experience in the supply of humanitarian, hygiene, household or similar relief items.

Interested bidders must submit the following documentation:

1. Company Registration

- Certificate of Incorporation/Registration issued by the Corporate Affairs Commission (CAC).

2. Tax and Statutory Compliance

- Valid Tax Identification Number (TIN) or relevant tax documentation.

3. Relevant Experience

- Evidence of similar supply contracts executed within the last five (5) years.

4. Financial Capacity

- Evidence demonstrating the bidder's capacity to undertake the required supply, such as relevant purchase orders, contracts, references or other supporting documentation.

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 labor or human trafficking.
- Exploitation or abuse of beneficiaries.

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 reusable or recyclable packaging materials.

Suppliers are expected to ensure that products supplied are safe, appropriate and fit for their intended humanitarian purpose.

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 Dignity Kits"**

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.
- Quality and suitability of the proposed items.
- Supplier capacity and relevant experience.
- Price competitiveness and value for money.
- Ability to supply and deliver the complete kits within the required timeframe.

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.

HARAF may request samples or supporting product information from shortlisted bidders where necessary to verify conformity with the required specifications.

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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.

The requirement is for **750 complete Dignity Kits**.

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

S/N	ITEM DESCRIPTION	UNIT	QTY PER KIT	TOTAL QTY	UNIT PRICE (NGN)	TOTAL (NGN)
1	Plastic Combs	Pcs	1	750		
2	Vaseline (450g)	Pcs	1	750		
3	Tooth Brush	Pcs	1	750		
4	Medium Size Oral-B Toothpaste (90g)	Pcs	1	750		
5	Reusable Sanitary Pads (6 pieces)	Pcs	1 pack	750		
6	Mat (1.5 x 6 ft)	Pcs	1	750		
7	Anti-Bacterial Medium Bath Soap	Pcs	1	750		
8	Alcohol-Based Hand Sanitizer (100ml)	Pcs	1	750		
9	Whistle	Pcs	1	750		
10	Pants (3 pieces)	Pcs	1 pack	750		
11	Wrapper (Ankara) (6 yards)	Pcs	1	750		
12	Bathing Towel (Medium Size)	Pcs	1	750		
13	Multipurpose Viva Powder Soap (450g)	Pcs	1	750		
14	Packing Bag for the Kits	Pcs	1	750		
15	Bucket (10 Litres)	Pcs	1	750		
16	Shaving Stick	Pcs	1	750		
17	Liquid Soap (100ml)	Pcs	1	750		
18	Solar Torch Light	Pcs	1	750		
19	Sleepers	Pcs	1 pair	750		
20	IPC Information Sheet	Pcs	1	750		
	GRAND TOTAL FOR 750 COMPLETE DIGNITY KITS					**NGN**

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12. KIT ASSEMBLY AND COMPLETENESS

The successful bidder shall ensure that each of the **750 Dignity Kits is complete** and contains all twenty (20) specified components.

The bidder shall be responsible for:

- Procuring all components.
- Quality checking each item before assembly.
- Assembling the items into complete kits.
- Properly packaging each kit.
- Ensuring that no component is missing, substituted or damaged.
- Delivering the complete kits to the designated HARAF office.

HARAF reserves the right to inspect the items and completed kits prior to or upon delivery.

Any item that does not conform to the agreed specification or is found to be damaged, defective or unsuitable may be rejected and shall be replaced by the supplier at no additional cost to HARAF.

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13. QUALITY AND PRODUCT REQUIREMENTS

All hygiene and personal-care products supplied under this tender must be:

- New and unused.
- Properly sealed and packaged.
- Within their applicable shelf life at the time of delivery.
- Free from visible damage, contamination or defects.
- Suitable for their intended use.

Where applicable, products shall bear appropriate product labels, including manufacturer information, quantity/size and expiry or manufacturing information.

HARAF reserves the right to reject products that do not meet the required quality or specifications.

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14. 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