MISSION TO SAVE THE HELPLESS (MITOSATH)

EXPRESSION OF INTEREST (EOI)

Supplier Registration, Prequalification and Inclusion in the Approved Supplier List (ASL)

EOI Reference	MITOSATH/PROC/EOI/2026/001
Issue Date	17 August 2026
Closing Date	7 September 2026 at 7:00 p.m. WAT
Submission	Electronic submission
Coverage	Abuja/FCT, Lagos, Bauchi, Niger, Taraba, Ondo and Ekiti; national providers may apply

1. Introduction

Mission to Save the Helpless (MITOSATH) is a Nigerian non-governmental development organisation established to complement government efforts to improve quality of life, restore hope and promote dignity in underserved communities.

MITOSATH works principally in public health and health-systems strengthening, with longstanding experience in neglected tropical diseases and related community interventions. The organisation has implemented programmes in collaboration with government institutions, communities, philanthropic organisations and national and international development partners.

As part of strengthening its procurement, supply-chain and operational systems, MITOSATH invites qualified and reputable suppliers and service providers to apply for registration, prequalification and possible inclusion in its Approved Supplier List (ASL).

2. Purpose of the EOI

This EOI seeks to establish a transparent, competitive and risk-appropriate pool of suppliers capable of supporting MITOSATH programmes and operations across Nigeria. It is intended to:

1. expand market coverage and supplier diversity;
2. increase competition, quality and value for money;
3. reduce procurement lead times and improve emergency readiness;
4. strengthen vendor due diligence, compliance and audit trails;
5. reduce over-reliance on a limited number of providers; and
6. support timely programme delivery through prequalified, geographically capable providers.

3. Procurement Categories

Applicants may apply for one or more categories, but must demonstrate the legal, technical, operational and financial capacity required for each category selected.

Category 1: General Goods and Operational Supplies

7. Office furniture, equipment, stationery and consumables
8. Cleaning materials, household items, electrical and plumbing materials
9. Hardware, PPE, solar products, generators, batteries and accessories
10. Packaging materials, WASH supplies and general programme commodities
11. Branded and promotional materials not covered under specialist printing

Category 2: Medical and Health Supplies

12. Medical, laboratory and diagnostic consumables
13. Medical equipment, IPC supplies, PPE and first-aid materials

14. Lymphoedema and hydrocele programme supplies
15. Health-promotion materials and approved medical-waste services
16. Pharmaceuticals and regulated health products, where properly licensed

Category 3: Logistics, Fleet, Warehousing and Transportation

17. Car, bus, coaster and truck hire; vehicle rental
18. Freight, haulage, warehousing, storage and last-mile delivery
19. Vehicle maintenance, repairs, tyres and fleet-support services
20. Local and interstate movement of personnel and programme materials

Category 4: Accommodation, Hospitality, Catering and Events

21. Hotels, guest houses and accommodation
22. Conference, training, workshop and event venues
23. Catering, refreshments, packaged meals and food supplies
24. Event-management and related hospitality support

Category 5: Construction, Works and Facilities Services

25. Building construction, renovation, civil works and office fit-outs
26. Electrical, plumbing, HVAC, generator and solar installation/maintenance
27. Carpentry, painting, welding, roofing, tiling and fabrication
28. Boreholes, water systems, landscaping, waste management and fumigation
29. Security-related facility services and general repairs

Category 6: ICT, Communications, Printing and Branding

30. Computers, printers, scanners, servers, networking and telecommunications
31. Software licensing, IT support, cybersecurity, storage and backup
32. CCTV, access-control and audio-visual systems; ICT consultancy
33. Printing of manuals, reports, banners, posters, flyers and publications
34. Graphic design, digital/large-format printing, ID cards and branded items

Category 7: Insurance, Health, Pension and Employee-Benefit Services

35. Vehicle, property, fire, burglary, fidelity, cash-in-transit and other general insurance
36. Group life assurance and other statutory or employee insurance solutions
37. Health Maintenance Organisation (HMO) and managed healthcare services
38. Pension Fund Administration and related pension-support services
39. Employee assistance, wellbeing and other approved benefit-administration services

Category 8: Employer of Record (EOR), Human Resources and Workforce Outsourcing

40. Employer-of-Record services for project-funded, fixed-term, temporary, replacement and surge personnel
41. Recruitment, screening, background verification, onboarding and mobilisation
42. Payroll administration, payslips, employee records and compliant separation/offboarding
43. Statutory registration, deduction, remittance and evidence for PAYE, pension, NHF, NSITF, ITF and other applicable obligations
44. HMO, group life, leave, attendance, timesheet and employee-benefit administration
45. Outsourced professional, technical, administrative, finance, M&E, programme, logistics, warehousing, fleet, cleaning, security and other support personnel
46. Workforce performance, disciplinary, grievance, safeguarding and employee-relations support under MITOSATH-approved protocols
47. Staffing for multiple Nigerian states, including rapid deployment and replacement

Category 9: Professional, Advisory and Business Support Services

48. Legal, audit, accounting, tax, risk, compliance and governance services
49. Research, monitoring, evaluation, data management and learning services
50. Training, facilitation, organisational development and technical consultancy
51. Media, public relations, content, translation and interpretation services
52. Travel management and other specialist business-support services

Category-specific note for EOR and workforce-outsourcing applicants

EOR and outsourcing applicants must clearly distinguish services performed as the legal employer from recruitment-only, payroll-processing or managed-service arrangements. They must explain the proposed allocation of employer obligations and must not represent ASL registration as authority to employ or deploy any person on MITOSATH's behalf.

4. Geographical Coverage

MITOSATH is particularly interested in providers capable of serving Abuja/FCT, Lagos, Bauchi, Niger, Taraba, Ondo and Ekiti States. Applicants must state the locations they can serve, local presence, mobilisation lead time and any national coverage. Qualified local and state-based SMEs are encouraged to apply.

5. Who May Apply?

Applications are welcomed from legally established companies, registered business names, partnerships, sole proprietorships, manufacturers, distributors, contractors, professional firms, consultants and other service providers relevant to the listed categories. Eligibility remains subject to the legal form and licences appropriate to the proposed service.

6. Minimum Eligibility Requirements

6.1 Corporate and legal documentation

53. Certificate of incorporation, registration or business-name registration.
54. Current CAC status report or equivalent ownership/directorship information.
55. Memorandum and Articles of Association, where applicable.
56. Evidence of registered and operating address.
57. Company profile and authorised contact details.

6.2 Tax, banking and financial documentation

58. Tax Identification Number and evidence of tax registration/compliance, where applicable.
59. Corporate bank-account details in the applicant's legal name; personal accounts will not be accepted for corporate providers.
60. Bank confirmation and evidence of financial capacity where requested and proportionate to risk.
61. Audited financial statements or management accounts where relevant to a high-value or high-risk category.

6.3 Technical and operational capacity

62. Description of goods/services and category selected.
63. Relevant experience, major clients and completed contracts.
64. At least three relevant client references, where available.
65. Key personnel, equipment, fleet, facilities or systems relevant to delivery.
66. Geographical coverage, mobilisation lead time and business-continuity arrangements.
67. Applicable professional registrations, licences, certifications and manufacturer/distributor authorisations.

6.4 Category-specific regulatory documentation

Applicants must provide all licences, permits and approvals applicable to their category, including relevant medical, pharmaceutical, engineering, construction, transport, food, environmental, insurance, pension, HMO, employment and data-protection requirements.

7. Additional Requirements for EOR and Outsourcing Providers

Because personnel services create heightened labour, safeguarding, tax, data and reputational risks, applicants in Category 8 must provide the following, as applicable:

68. Evidence of incorporation and authority to provide EOR, recruitment, payroll or outsourcing services in Nigeria.
69. A clear service model identifying the legal employer, contracting parties and allocation of recruitment, supervision, payroll, disciplinary, termination and statutory obligations.
70. Evidence of current PAYE, pension, NHF, NSITF and ITF registrations/compliance, and capability to administer group life and HMO obligations where applicable.
71. Sample employment or engagement contract, payslip, monthly payroll report and statutory-remittance schedule, with personal data redacted.
72. Workforce-screening, reference-check, right-to-work/identity-verification and safeguarding/PSEA procedures.
73. Data-protection and cybersecurity controls consistent with the Nigeria Data Protection Act 2023, including access controls, breach response, retention and secure transfer.

74. Service-level standards for recruitment lead time, payroll accuracy, issue resolution, replacement, offboarding and handover.
75. Evidence of professional indemnity, employers' liability or other appropriate insurance, where applicable.
76. Business-continuity, payroll-continuity and disaster-recovery arrangements.
77. At least three relevant institutional clients, preferably including NGOs, development partners or multi-location employers.
78. A declaration of all fees and charging bases. Pricing is not required at EOI stage, but applicants must confirm willingness to provide transparent cost breakdowns when invited.
79. Confirmation that no worker will be recruited, deployed, remunerated, reclassified, disciplined or separated on MITOSATH's behalf without the applicable MITOSATH authorisation.

MITOSATH may conduct enhanced due diligence, systems demonstrations, compliance testing, client-reference checks and verification of statutory remittances before approving or contracting an EOR or outsourcing provider.

8. Vendor Due Diligence and Screening

Submission does not qualify or approve an applicant. MITOSATH will apply proportionate, risk-based due diligence, which may include:

80. Document, CAC, tax/TIN and bank-account verification;
81. Physical-address or site verification;
82. Reference, past-performance and market-reputation checks;
83. Technical, financial, system and operational-capacity assessment;
84. Beneficial-ownership and conflict-of-interest checks;
85. Sanctions, debarment, fraud, corruption and litigation checks where applicable;
86. Safeguarding, PSEA, security and data-protection review; and
87. Requests for clarification, demonstrations or additional evidence.

9. Ethical, Safeguarding and Integrity Requirements

Applicants must uphold transparency, fairness, competition, accountability, integrity, value for money, confidentiality, non-discrimination, safeguarding and the prevention of fraud, corruption, sexual exploitation, abuse and harassment. Successful applicants may be required to sign MITOSATH's Supplier Code of Conduct, conflict-of-interest declaration, anti-fraud requirements, safeguarding/PSEA undertakings, confidentiality and data-protection obligations.

Applicants must disclose any actual, potential or perceived conflict involving the applicant, its beneficial owners, directors, employees, agents or proposed personnel and any MITOSATH trustee, staff member, representative or procurement participant.

10. Supplier Evaluation

General applications will be assessed using the indicative model below. MITOSATH may adjust criteria and weights by category and risk, provided the applicable criteria are documented and applied consistently to applicants within the same lot/category.

Evaluation area	Indicative weight
Legal and regulatory compliance	15%
Relevant experience and references	15%
Technical capacity and quality systems	20%
Financial and operational capacity	10%
Geographic coverage and availability	10%
Past performance	10%
Ethics, safeguarding and data protection	10%
Completeness and responsiveness	10%

Evaluation area	Indicative weight
Total	100%

10.1 Additional EOR/outsourcing evaluation

Category 8 applicants will also be assessed on legal-employer capability; payroll and statutory-compliance controls; recruitment and replacement capacity; employee-relations and safeguarding systems; information security and data protection; reporting and auditability; multi-location delivery; business continuity; and the clarity of liability, indemnity and service-accountability arrangements. MITOSATH may require a minimum technical pass mark before commercial consideration in any subsequent solicitation.

11. ASL Status and Approval

Following due diligence and internal approval, an applicant may be classified as Approved, Conditionally Approved, Pending Further Information, Suspended/Under Review, Inactive or Not Approved. Only an applicant that receives formal activation notice is an approved supplier. Approval may be limited by category, location, value, duration or other condition and remains subject to periodic review.

12. Effect of ASL Inclusion

Inclusion in the ASL:

88. Does not guarantee a contract, purchase order, minimum volume or invitation to every procurement;
89. Does not create exclusivity, employment, agency, partnership or a framework agreement;
90. Does not permit a supplier to incur costs, recruit personnel, deploy staff or make commitments for MITOSATH;
91. Does not prevent MITOSATH from conducting market searches or sourcing outside the ASL where permitted by policy, emergency procedure or donor requirement; and
92. Remains subject to future RFQs, tenders, negotiations, contracting, budget availability, performance and applicable donor conditions.

13. Multiple Categories

An applicant may select more than one category, but must submit sufficient evidence for each. MITOSATH may approve some categories and decline or defer others. Consortiums or subcontracting arrangements must be disclosed, including the role and legal identity of each party.

14. Submission Requirements

93. Completed MITOSATH Vendor Registration/Application Form.
94. Company profile and category/lot selection.
95. CAC and ownership/directorship documentation.
96. TIN and relevant tax-compliance evidence.
97. Corporate bank details.
98. Applicable licences, registrations and certifications.
99. Evidence of relevant experience and at least three references, where available.
100. Physical address, contact details and geographical coverage.
101. Product/service catalogue or capability statement, where applicable.
102. Conflict-of-interest declaration and signed supplier declaration.
103. Category-specific evidence, including Section 7 evidence for EOR/outsourcing applicants.

15. Submission Format and Channel

Compile the submission as a single searchable PDF where practicable. The file should be clearly indexed and should not contain passwords or executable attachments.

Submission email: ***procurement-ops@mitosath.org***

Subject: EOI - MITOSATH ASL - [Applicant Name] - [Category Number(s)] - [State/Coverage]

Example: EOI - MITOSATH ASL - ABC Workforce Ltd - Category 8 - National

Applicants selecting multiple categories must list each category in the email and application form. Submission through another mailbox or to an individual staff member does not constitute a valid submission unless formally authorised in writing by MITOSATH.

16. Deadline

All submissions must be received no later than 10th September 2026 at 7:00 p.m. West Africa Time (WAT). Late submissions may not be considered. MITOSATH may extend or amend the deadline through an official notice issued through the same publication channel.

17. Important Notice and Reservation of Rights

This EOI is solely for supplier registration, market identification and prequalification. It is not an RFQ, tender, contract, purchase order, employment offer or authority to commence work. Do not submit prices unless specifically requested.

MITOSATH is not responsible for costs incurred in preparing an application. Subject to applicable law and policy, MITOSATH may verify information, request clarification, conduct site visits, reject incomplete or misleading submissions, suspend or remove a supplier, amend or cancel the exercise, reopen registration, or decline to proceed with any applicant. False information may lead to disqualification and further action.

18. Confidentiality and Data Protection

Information submitted will be processed for supplier registration, due diligence, evaluation, procurement planning and supplier management. MITOSATH will handle personal and organisational information in accordance with applicable policies and Nigerian data-protection requirements, including the Nigeria Data Protection Act 2023. Applicants must submit only relevant information they are authorised to disclose.

Personnel-service applicants must not submit unredacted employee or candidate personal data at the EOI stage unless specifically and lawfully requested. Any later processing of personnel data will be subject to appropriate contractual, security and confidentiality controls.

19. Fraud, Corruption and Misrepresentation

MITOSATH maintains zero tolerance for fraud, bribery, corruption, collusion, coercion, falsification and improper influence. Applicants must not offer gifts or inducements, seek confidential procurement information, misrepresent capacity, submit false documents or coordinate improperly with another bidder. Violations may result in rejection, suspension, removal from the ASL, reporting to relevant authorities and other lawful action.

20. No Payment for Registration

MITOSATH does not charge any fee for ASL registration or approval. Report any request for payment, gift, commission or benefit in exchange for registration, approval, contract award or preferential treatment through MITOSATH’s official channels.

21. Clarifications and Official Communication

All requests for clarification concerning this EOI must be submitted in writing to:

procurement-sec@mitosath.org

Applicants shall not contact any MITOSATH trustee, employee, consultant, evaluation committee member or representative concerning this EOI except through the designated procurement email address. Any attempt to obtain information, influence the process or secure preferential treatment through another channel may result in disqualification.

Telephone calls, personal messages, office visits, meetings with individual staff members or other verbal discussions shall not constitute official clarification, approval or instruction and will not bind MITOSATH.

Where a clarification is material or relevant to other applicants, MITOSATH may issue a written clarification or addendum through the appropriate publication channel.

22. Supplier Registration Process

104. EOI submission
105. Administrative screening
106. Document and eligibility review
107. Risk-based due diligence and verification
108. Technical/capacity evaluation
109. Reference and risk checks
110. Procurement recommendation
111. Authorised management approval
112. ASL registration and activation notice
113. Periodic performance, compliance and renewal review

Final Note

MITOSATH seeks a competitive, transparent, diverse and dependable supplier network that supports value for money and effective public-health and development programme delivery across Nigeria. Only applicants that satisfy applicable requirements, complete due diligence and receive formal approval will be activated on the ASL.