

Annex I**TENDER: NHF-X-SCoN-CFfD-NG-2026-030**

PURCHASE OF NFI KITS.	
SR N°: 030	Tender No: Tender: NHF-X-SCoN-CFfD-NG-2026-030
	Date: 18.08.2026

A - Summary of Tender Form

Date of publication: 18.08.2026

Latest date of Submission: 01.09.2026 at 10:00 am**Validity of offer: 60 days**Tender documents shall **is sent as annexes to this publication**

To be filled by the bidder:

Name of the company: _____

Name of representative _____

Scope of the works: **PURCHASE OF ASSISTIVE PRODUCTS.****TOTAL** _____ **NGN**, Withholding Tax and Stamp Duties Included.**DELIVERY DATE:** _____ Calendar days

Company's Address: _____

Company Representative's Phone No.: _____

Place and Date: _____

Company Representative's Signature: _____

Please address your technical enquiries to: procurement@cedarfoundationfordisability.org

1. INTRODUCTION

Cedar Foundation for Disability (CFfD) is a registered non-profit organization with the corporate affairs commission in accordance with the Nigerian Law. It is an organization committed to meet the essential needs, improve the living conditions and promote the fundamental rights of persons with disability and vulnerable population in situation of poverty, exclusion, conflict and disaster. We aspire to become the leading developmental organization that works for disability inclusion and promoting the wellbeing of persons with disability in Africa.

Interested suppliers should submit alongside the annexes, hardcopy of their Bid and company profile in a sealed envelope to Cedar Foundation for Disability main office at **House no 217, Behind NULGE Office, Pompomari By-Pass Maiduguri Borno State.**

2. GOODS, QUANTITY AND SPECIFICATIONS

The CFfD reserves the right to check the quality of any goods upon delivery and by none conformity, the delivery will be rejected on the account of the supplier.

NOTE:

- Transportation cost should be inclusive in the unit price of the items to CFfD Maiduguri Office.
- Samples and specifications provided are for reference only, bidder should indicate items offered.
- Please, attach your CAC Certificate.

WARRANTY

Indicate conditions of the warranty for offered goods.

PACKING and Marking

The packing shall withstand multiple handling up to the final destination in full quantity after as per BOQ at delivery.

3. PRICE AND PAYMENT TERMS

Currency

Please indicate prices in Nigerian Naira with (Withholding Tax and Stamp Duties). All prices indicated should be with Taxes.

Payment terms

Payment will be done by bank transfer within 21 banking days after invoicing to the corporate account of the company, after goods receipt and of the following documents:

- (1) receipt of commercial invoice
- (2) the complete delivery note of the ordered quantity.
- (3) Verification of the received goods according to the specifications by authorised CFfD representative.

4. DELIVERY TERMS AND SCHEDULE

Specify clearly in your quotation the delivery time.

The successful Supplier shall make all items available with the delivery lead time.
The first deliveries shall start immediately after signing the Purchase Order.

The items shall be delivered to CFfD

The CFfD will not be in any case responsible for the transportation.

In case the CFfD would face unexpected situations and on exceptional cases will be unable to receive the goods at the planned delivery/loading date, the seller agrees to keep the goods for a maximum of thirty **30 days** without any additional charges in a clean, hygienic and safe storage area.

Delivery Date / Time:

Please Provide your soonest Delivery Date _____ and,

How many days you need to complete your offered quantity _____

Documents required:

- Original Delivery Note
- Original invoice

Both documents need to state the same UoM and price as mentioned in the potential contract.

Insurance will be at Seller's cost as per DAP (Delivered at Place) Incoterms 2020

The CFfD will not be in any case responsible for transportation.

5. PURCHASE AND RESERVE OF GOODS

Purchase of the Goods shall be made by signing a Contract. Such Contract shall be in accordance with the terms and shall identify the number of Goods required, delivery terms, packaging and marking requirements (as defined above) and other applicable conditions.

6. PENALTY CLAUSE

Failure by Seller to avail the full quantity by the mentioned date will result in the Seller being penalized with a 1% reduction of the value of the undelivered goods per day of delay up to a maximum of 10% of the total value of the contract.

After 10 days of non-delivery, CFfD reserves the right to cancel the contract immediately.

7. QUALITY INSPECTION AND ACCEPTANCE

The Seller will be responsible for the quantity and quality delivered, according to the agreed specifications.

In case of delivery of non-compliant goods, the Buyer has the right to reject commodities not meeting the specifications stipulated in the contract.

In this case, the Buyer may cancel the contract, request a replacement of the goods or apply a penalty in accordance with the Acceptance Quality Limit rules specified below. The Seller is liable for any costs of replacement, transportation, warehousing, taxes and charges and any other costs that may occur including removing or destruction.

8. DEPOSIT OF OFFERS

All offers should be sent and put in Tender Box as indicated in the address above.

Before the closing date **(01.09.2026 at 10:00AM)**

N/B: Only offers found in the Tender Box will be accepted and offers sent by other means (e.g. procurement email) will not be considered.

Your offer must include a copy of your certificate of incorporation and your banking details on a letter headed Paper, Signed and Sealed.

All offers not following the clause for Deposit of offers will be disqualified.

All offers submitted after the specified closing date are ineligible.

All offers received will be held in confidence.

Offer changes by Seller must be received in writing prior to the closing date and must indicate that it is a revised tender.

9. SPECIAL CONDITIONS

It has to be noted that this Tender does not imply any commission and that CFfD is not liable to provide any explanation for its final selection of the Seller.

Annex II

CFfD PSEA (PREVENTION OF SEXUAL EXPLOITATION AND ABUSE) POLICY ACKNOWLEDGEMENT POLICY HIGHLIGHT

What is Sexual Exploitation and Abuse?

Sexual Exploitation and Abuse (SEA) is a term used to describe inappropriate sexual conduct perpetrated by aid workers against recipients of assistance and other members of vulnerable communities.

The Six PSEA Core Principles

- Sexual exploitation and abuse by CFfD workers constitute acts of gross misconduct and are therefore grounds for termination of employment
- Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defense
- Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.
- Any sexual relationship between those providing humanitarian assistance and protection and a person benefitting from such humanitarian assistance and protection that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of humanitarian aid work.
- Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.
- Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment

Sexual prohibited Behaviors

- All sexual activity with a child is considered as sexual abuse
- Any exchange of money, food, employment, goods, assistance or services for sex or sexual favors, including with sex workers
- Any sexual activity that is forced upon another individual
- Any use of a child or adult to procure sex for others

Definitions of terms

Sexual Exploitation	<i>Means any actual or attempted abuse of position of vulnerability differential power, or trust, for sexual purposes.</i>
Sexual Abuse	<i>Means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.</i>
Sexual favours	<i>Any sexual or sexualised acts, in exchange for something such as money, goods, services, opportunities and so on. Also includes demands for inappropriate photographs, filming, and exposure to pornography and so on.</i>

Zero Tolerance

At CFfD, we have a culture of zero tolerance for all forms of abuse and mistreatment, including Sexual Exploitation and Abuse, Harassment, Intimidation and Bullying. This means that every single concern is fully responded to and where necessary prompt action (including conducting an investigation and taking disciplinary action, if applicable) is taken. It means that we will hold our people to account against

the same standards and subject them to the same processes, as everyone else regardless of their position or reputation within the organization.

Sexual exploitation and abuse are a violation of fundamental human rights. It can also be a criminal act. CFfD is committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure the exploitation and abuse of adults is not taking place anywhere in our own business or in any of our supply chains or partnerships

Preventive strategy

CFfD is committed to prevention the occurrence of SEA both to our beneficiaries and our staff.

- **Reporting:** Ensuring that all staff and those who work with CFfD are clear on what steps to take where suspicions or concerns arise regarding allegations of sexual exploitation or abuse of in vulnerable populations where we work.
- **Prevention:** Ensuring, through awareness and good practice, that staff and those who work with CFfD minimize the risks of any form of sexual exploitation and abuse, including but by no means limited to conducting relevant vetting and background checks of staff as part of their recruitment process.
- **Awareness and Engagement:** Ensuring that all staff, representatives and third parties connected to CFfD are aware of the high standards of behavior and conduct expected of them to protect from any form of sexual abuse and exploitation in their private and working lives.
- **Responding:** Ensuring that immediate action is taken to identify and address reports of sexual exploitation and abuse and ensure the safety and well-being of the person being sexually exploited or abused.

I, _____, understand that CFfD has a zero tolerance PSEA policy.

I understand all the PSEA prohibited behavior

I understand that, at CFfD:

- All PSEA Prohibited behaviors are never acceptable.
- All activities that CFfD undertakes in furthering its mission must be done with integrity.
- Any employee found to have committed any of the prohibited PSEA behavior(s) will be subject to serious disciplinary action or termination of employment.

I understand that CFfD strongly encourages me to speak up and report any genuine concerns or suspicions of any of the PSEA issues at the workplace/community.

I understand that I can report those suspicions verbally or in writing by contacting:

- CFfD and PSEA Officer/Focal person
- Ethic and compliance mail to: ethics@cedarfoundationfordisability.org

I understand that I may report anonymously, but I am encouraged to give my name to make investigation possible.

Signed: _____ Name: _____ Date: _____

**Annex III:
CFfD CHILD SAFEGUARDING POLICY ACKNOWLEDGEMENT**

Policy Highlight

1.0 DEFINITIONS

Term	Meaning/Definition
Abuse	Any form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Abuse can be perpetrated by an adults or another child or children.
Physical Abuse	It involves the use of violent physical force so as to cause actual or likely physical injury or suffering like hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.
Emotional or psychological abuse	Emotional or psychological abuse includes humiliating and degrading treatment such as bad name calling, constant criticism, belittling a child.
Child safeguarding	Measures taken by CFfD Foundation to ensure that children with whom the organization (CFfD) comes into contact with are not subjected to physical, sexual, emotional and verbal abuse, exploitation or neglect by the organization's personnel.
Child Protection	These are policies and procedures put in place to respond to all allegations and/or suspicions of child abuse.
Sexual abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing, involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation
Sexual exploitation	means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another
Neglect	The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

1.1 SAFEGUARDING ISSUES

There are different examples of child safeguarding issues among which are:

1. Child sexual exploitation
2. Bullying including cyberbullying

3. Domestic violence
4. Drugs
5. Fabricated or induced illness
6. Faith abuse
7. Female genital mutilation
8. Forced marriage
9. Gangs and youth violence
10. Gender-based violence/violence against women and girls
11. Mental health
12. Private fostering
13. Radicalization
14. Sexting
15. Teenage relationship abuse
16. Trafficking

1.2 LIST OF BEHAVIOURS TOWARDS CHILDREN THAT ARE NOT ACCEPTABLE TO CEDAR FOUNDATION FOR DISABILITY.

As an organization, we must ensure that our Staff, partners, consultants and contractors, all other representative working under CFfD are not party to or perpetrators of the following unacceptable behaviors against children.

1. Deliberately mislead a child because of position of trust.
2. physically assault or physically abuse children
3. Sleep on the same bed with a child you're working with or rendering service to.
4. Deliberately sleep in same room with a child when there are other alternatives.
5. Abuse children emotionally.
6. Do things for children of a personal nature that they can do themselves
7. Condone children behavior which is illegal, unsafe or abusive.
8. Shame, humiliate, belittle or degrade children.
9. Discriminate against, show unfair differential treatment or favor to particular children to the exclusion of others.
10. Engage in sexual activity or have a sexual relationship with anyone under the age of 18 years
11. Develop sexual feelings or be in any relationship with children which could in any way be deemed exploitative or abusive
12. Behave or act in a way that may put a child at risk of abuse.
13. Use language which is inappropriate, offensive or abusive towards children.
14. Behave physically in a manner which is inappropriate or sexually provocative
15. Spend excessive time alone with children
16. Show or expose children to inappropriate images or videos, films or website or any social media.
17. Place themselves in a position where they are made vulnerable to allegations of misconduct

Unacceptable behaviors may not be exhausted, Contractors, partners, staff and personnel should have no excuse for abuse a child for whatever reasons.

I, _____, understand that CFfD has a zero tolerance Child Safeguarding policy.

I understand all the Child Safeguarding issues highlighted in 1.2

I understand that, at CFfD:

- All Child Safeguarding issues are never acceptable.

- All activities that CFfD undertakes in furthering its mission must be done with integrity.
- Any employee found to have committed any of the Child Safeguarding issue (s) will be subject to serious disciplinary action or termination of employment.

I understand that CFfD strongly encourages me to speak up and report any genuine concerns or suspicions of any of the Child Safeguarding issues at the workplace/community.

I understand that I can report those suspicions verbally or in writing by contacting:

- CFfD and Child Safeguarding Officer/Focal person
- Ethic and compliance mail to: ethics@cedarfoundationfordisability.org

I understand that I may report anonymously, but I am encouraged to give my name to make investigation possible.

Signed: _____ Name: _____ Date: _____

Annex IV Questionnaire

All requested information will be treated confidentially.

Company name			
Address	Street + house number	City / District	
Owner(s)	Name	First Name	
Tax and registration no.	Tax number	registration number	
Legal form of Company	Ltd., Inc.,		
Contact person	Name	First Name	<u>Contact information</u> Phone: E-Mail:
Which goods or services does the company offer?			
Have you already worked with NGOs?	Yes ☐	No ☐	If yes: Name(s)
Annual Turnover for the last 12 months			
Number of employees			
Average delivery time of goods offered			
Standard terms of payment			
Do you offer support services for the goods provided	Yes ☐	No ☐	If yes, please specify:
Do you give a guarantee for your goods /services?	Yes ☐	No ☐	If yes, how long and in which scale:
How do you ensure the quality of the products/services offered?	☐ Sample inspection ☐ Product know-how ☐ Reference check ☐ Others: ☐ Quality agreements ☐ Supplier visits ☐ Work trials		
Do you offer a standard price list for your goods/services?	Yes ☐	No ☐	Attached to file ☐
Are there ties between you and any employee of CFfD?	Yes ☐	No ☐	If yes, whom and in which relationship:

If applicable (otherwise, please leave blank):

Do you have a license to sell pharmaceuticals?	Yes ☐	No ☐	Not required ☐	License issued by
How do you ensure the quality of pharmaceutical products?	Comments:			
	Certificate for Good Distribution Practices (GDP): Certificate database Yes ☐ No ☐			
	Humanitarian Procurement Center (HPC) Yes ☐ No ☐			
	Listed in the database of “Quality Medicines for all” (QUAMED): Yes ☐ No ☐			
How are medical products stored? How is a cold chain ensured?				Comments:

WE DECLARE, that

- The information given above is correct
- Our products and/or services are produced without the labor of children below age 18.
- We fulfil, have fulfilled, and will fulfill our obligations regarding the payment of any applicable taxes, duties, charges, and social contributions etc. related to the products or services provided.
- We have received the document “Humanitarian Procurement Principles”, and we - and any applicable subcontracted parties - will respect the principles of humanitarian aid procurement.
- [There are no international sanctions against the owner/s and or company in place.](#)
- [We have received a copy of](#) Cedar Foundation for Disability Whistle Blowing Guidelines.

WE FURTHER DECLARE

Our interest to be included into database for supplies and services.

Name _____ Signature _____ Date _____

Annex V

Whistleblowing Guideline

1. Purpose

CFfD has a high reputation among beneficiaries, partners, authorities, and donors for its professional work and integrity. In common with all organizations, however Cedar Foundation for Disability faces the risk of activities going wrong, or of unknowingly harboring malpractice. CFfD Foundation is committed to preventing such malpractice, especially in the forms of fraud, corruption and the abuse of power.

Cedar Foundation for Disability encourages its staff, partners, beneficiaries, and other stakeholders to report non-compliance with CFfD's Code of Conduct, and especially any perceived instances of malpractice. This Whistleblowing Guideline has been issued to provide guidance on how to do so.

This policy covers all part or full time staff working for Cedar Foundation for Disability, as well as all volunteers, advisors, or consultants: who for the purpose of this document are all referred to as "staff". It also covers partners, business partners such as suppliers, service providers etc., other stakeholders like donors, local authorities or beneficiaries, as well as the general public.

2. Definition

"Malpractice" for the purposes of this policy may include but is not limited to: **fraud, corruption, criminal offenses, non-disclosure of a conflict of interest, or the abuse of power - including sexual exploitation.**

3. Procedure for raising a concern

All staff, Partners, vendors, beneficiaries engaged or doing business with Cedar Foundation for Disability have a mandate to raise their concern on any or all forms of malpractice **#if you see something, say something**. These reporting channels include

- Email: ethic@foundationfordisability.org,
accountability@cedarfoundationfordisability.org
- Or can report directly to the Executive director Cedar foundation for Disability

Please always include full details of the issue raised along with your concern, and any available supporting evidence. CFfD is committed to total protection of the whistle blower.

INCIDENT REPORT FORM	
Date of incidence:	
Person involved:	
Nature of Malpractice:	
Narrative of incidence	
Any evidence (Picture, Message, voice recording if available):	

4. Handling of disclosures

All disclosures will be taken seriously, and processed using the following procedure:

- In case a disclosure is made to manager (in most cases the program or executive director), and the issue raised falls into his or her area of responsibility, the manager has the duty to acknowledge receipt of the complaint, assess or investigate the matter, provide necessary protection to the person raising the concern, and take appropriate action to end the alleged malpractice. If the manager considers the issue to be outside their area of responsibility, they are required to pass the issue to Ethics and compliance unit, for investigation and further action
- Any disclosure made under this policy will be acknowledged in writing to confirm that CFfD will investigate the matter and will reply to your concerns in due course.
- The Ombuds person will deal with and investigate any reported concerns independently, objectively, and confidentially.
- Assessment, clarification, or investigation of the issue raised will begin within two days of the disclosure being made. The duration and scope of the assessment of investigation will depend on its subject matter. In most instances, there will be an initial assessment to determine whether there are grounds for a more detailed investigation, or whether the disclosure is, for example, based on erroneous information.
- Any investigative activity will be carried out without regard to a person's relationship with CFfD, their position, or length of service.
- You may be asked to provide further information during the course of the initial assessment of your disclosure, or during the investigation.
- When an investigation is launched through the Ombudsperson, they will also be responsible for reviewing the investigation report.
- Following investigation, appropriate action will be taken — this could involve initiating a disciplinary process, or informing external authorities if a crime has been committed.
- If it is found that there is insufficient evidence of malpractice, or the actions of the individual(s) are not serious enough to warrant disciplinary action, it may be more appropriate for CFfD to take an alternative approach to dealing with the matter.
- You will receive written notification of the outcome of the assessment of investigation.

5. Protection for whistleblowers

Whistleblowers will be provided protection against retaliation for their disclosure regardless at which level (managers, coordinators, or Ombudsperson) it is made. No member of staff who raises genuinely held concerns in good faith using this procedure will be dismissed or subject to any detriment (e.g. unwarranted disciplinary action or victimization) as a result of their action, even if their concerns turn out to be unfounded.

If whistleblowers believe that they are being placed at a disadvantage within the workplace as a result their use of this procedure, they should inform their line manager or, if this is not appropriate, the line manager's superior or the HR department immediately. Staff who victimize or retaliate against those who have raised concerns under this policy will be subject to disciplinary action.

All efforts will be made to keep the identity of the whistleblower confidential. Due to the nature of the information given or because of a need for formal investigation, e.g. in criminal cases which must be passed to the authorities, the identity of the whistle blower may become known. In these circumstances, the implications for confidentiality will be discussed with the whistleblower ahead of any action being taken. In order not to jeopardize a potential investigation, the whistleblower is asked to keep confidential the fact that he or she has raised a concern, along with the identity of those concerned.

Annex

Contact details of the current ethic@cedarfoundationfordisability.org,
accountability@cedarfoundationfordisability.org