Expression of Interest (EOI)
EOI/TF/NIG/2026-2027
Suppliers Prequalification

Date of Expression of Interest	23rd September 2026
Deadline for Submission	Wednesday 7th October, 2026 by 1800Hrs
Contact Name	Gado Mikah
Contact Email Address	mikah.gado@tearfund.org
Location	Nigeria

Proposals should be submitted by email to the named email above on or before the date and time specified. Proposals submitted after the deadline may be excluded from the evaluation process.

Please note, any contract formed with a supplier will be based on Tearfund's standard terms and conditions. For more information including an overview of our supplier onboarding and order processes, please visit our Global Suppliers Hub.

A. Purpose

Tearfund is calling on all interested competent and duly established companies, suppliers and service providers in Nigeria to participate in the 2026 – 2027 prequalification of supplier's exercise in any of the below-listed goods, services or works area(s):

B. Goods/Service/Work:

Goods / Services / Works Category	
Ref. No.	**Description of Goods / Services / Works**
EOI-01	Design and Printing (E.g. manuals, banners, posters, vouchers, reports, stickers, brooches, t-shirts, flags etc.)
EOI-02	Office Furniture (E.g. tables, chairs, cabinets, workstation, bookshelf etc.)
EOI-03	IT Equipment and Consumables (E.g. Computers, printers, projector, toners and cartridges, UPS, Scanners, etc.)
EOI-04	Vehicle Repairs and Maintenance workshop/garage
EOI-05	Supply of Motor Spare parts and Accessories (E.g. tires, battery, tow rope, fire extinguisher, jump start cable, triangular sign, etc.)
EOI-06	Generator Repairs and Maintenance (E.g. Routine servicing such as oil filter change, pre-fueling, engine oil top-up etc.)

EOI-7	Hotel Services (E.g. Accommodation for training, workshop & seminars, etc.)
EOI-8	Safety Kits (E.g. First aid kit, reflective jackets, safety helmets, safety goggles etc.)
EOI-9	Catering Services and Food Vendors (E.g. for group lunch, tea breaks, snacks and refreshments, etc.)
EOI-10	Janitorial Services (Outsource cleaning and fumigation Services.)
EOI-11	Fuel (AGO and PMS)
EOI-12	Print Media Advertising (Newspaper, Content Creation and Publishing, etc.)
EOI-13	Registered Agent for Vehicle Registration and Renewal of Vehicle Particulars
EOI-14	Supply, Installation and Maintenance of Fire Extinguishers and related accessories/parts
EOI-15	Car Hire/Driving Services (Salon cars, minivans, jeep, pickup trucks, Hourly, daily, monthly driving services etc.)
EOI-16	Cleaning Consumables (E.g. Detergent, hypo, dettol, tissue paper, garbage bags, liquid soap, hand sanitizer, insecticide etc.)
EOI-17	Medical/Pharmaceutical supplies
EOI-18	Office consumables (E.g. Dispenser water, bottled water, milk, tea, coffee, sugar etc.)
EOI-19	Facility Maintenance Company (E.g. for Plumbing, carpentry, electrical and structural repairs, etc.)
EOI-20	Supply of Office Stationery (E.g. printing paper, biros, flipchart, folders, markers, scissors, arch lever files etc.)

C. Evaluation Criteria:

The below table details the required documents to support with the evaluation

Eligibility and Selection Criteria	
S/n	**Required document for submission**
1	Cover Page (indicating category(s) of interest, related LOT Number(s) and Location
2	Supplier company profile with, registered address(s), official/functional email addresses and phone numbers of key personnel
3	Evidence of Supplier valid registration with required proof for the country (CAC)
4	Evidence of Recent Supplier Tax Clearance Certificate for the year 2025/2026

5	Evidence of Financial Capability (Audited Accounts for the year ending 2024 or 2025);
6	Other Evidence, where applicable
7	Evidence of Registration with Professional Organizations, Regulatory Bodies, Manufacturers and/or Certificate of Authorised Dealership and Distributorship with Makes, Brands, Equipment, Machine and/or accessories as it relates to the field of business endeavour. Where applicable
8	Evidence of possession of experience in the line of business you are applying for. Prospecting Suppliers must provide at least copies (2) copies of completed Job Orders and Proof of Deliveries (Delivery Notes or Job completion Notification) in areas of business endeavour;
9	Where possible, provide reference letters from at least two (2) reputable organisations, preferably NGOs, attesting to active or past business relationships and level of performance (the letters or lists must have relevant addresses, contact persons, telephone numbers and emails) for due diligence confirmation

D. Submission of Proposal/Clarification.

All interested competent and duly established companies, suppliers and service providers are to submit their proposal and all the required documents listed above and signed by an authorised representative of their organisation.

Submissions should be addressed to:
The Evaluation Committee - Tearfund Nigeria

All documents required by this EOI must be received in the dedicated email nigeria.procurement@tearfund.org copying mikah.gado@tearfund.org NOT LATER THAN 1800 Hrs (West Africa Time) on Wednesday**, October 7th, 2026**

Please Note
Existing suppliers should consider this EOI as a revalidation exercise and are required to participate. All existing suppliers will be delisted and relisted again where successful through this exercise.

Tearfund reserves the right to vary any part of this EOI at the time of award if it becomes necessary.

Tearfund designee will answer any questions up to 18:00 hrs on Tuesday 6th October, 2026 in relation to this EOI; hence any request for clarification should be addressed to the Logistics via mikah.gado@tearfund.org copying nigeria.procurement@tearfund.org

Please do not hesitate to contact us if you have any questions. We look forward to receiving your proposal.