HUMANITY FIRST MISSION FOR CHILDREN WOMEN AND PEOPLE WITH DISABILITIES (FIRST MISSION)

CALL FOR EXPRESSION OF INTEREST (EOI)

PRE-QUALIFICATION OF VENDORS FOR 2026/2027

EOI Reference: FIRST MISSION/EOI/2026-2027/GEN-SERVICES/001

Call Opened: Monday, 07-September- 2026, 12:30hrs

Call Closing Date: Monday, 19-October- 2026, 16:00hrs

1. ABOUT FIRST MISSION

FIRST MISSION is a humanitarian and development organization registered in Nigeria in 2025, working to protect and advance the rights, safety, and wellbeing of children, women, adolescent girls, and people with disabilities affected by conflict, poverty, and climate-related crises. We operate across the insurgency-affected and underserved communities of Northeast, Northwest, and Northcentral Nigeria, combining rapid emergency response with long-term development.

FIRST MISSION

2. PURPOSE OF THE CALL FOR EXPRESSION OF INTEREST

The purpose of this Call for Expression of Interest (EOI) for 2026/2027 is to prequalify competent, reputable, and compliant service providers and suppliers that may be invited to participate in restricted tenders, RFQs, or framework agreements during the 2026/2027 operational years.

This EOI does not constitute a commitment to award a contract, but forms part of FIRST MISSION's vendor prequalification and sourcing process.

3. SCOPE OF SERVICES / CATEGORIES

Interested and eligible companies are invited to express interest in one or more of the following categories across Northeast, Northwest, and Northcentral Nigeria:

Categories of Goods and Services

Reference Number Type of Goods/Services required

S/N	Reference Number	Type of Goods/Services required
1	FM/BO/01/2026/EOI/001	Supply of Office Consumables,
2	FM/BO/01/2026/EOI/002	Supply of Genuine Printer Toners and Cartridges.
3	FM/BO/01/2026/EOI/003	Supply of Diesel and Fuel for Office Generators.
4	FM/BO/01/2026/EOI/004	Car Hire Services (with driver, fuelling and maintenance) Local & International, Haulage Services (Truck Hire) and Water Trucking.
5	FM/BO/01/2026/EOI/005	Catering and Food Services.
6	FM/BO/01/2026/EOI/006	Supply of IT Equipment including laptops, printers and accessories.
7	FM/BO/01/2026/EOI/007	Supply of Cell phones and tablets (basic to complex).
8	FM/BO/01/2026/EOI/008	Construction Works; Basic Building Rehabilitation and Renovations.
9	FM/BO/01/2026/EOI/009	Designing, Printing and supply of Visibility materials (branded T-Shirts, Brochures, Signage, Banners, Manuals etc.). Supply of Scholastic and Educational Materials.
10	FM/BO/01/2026/EOI/010	Provision of Office Maintenance Service –Plumbing & Electrical Works.
11	FM/BO/01/2026/EOI/011	Hotel Accommodation Services.
12	FM/BO/01/2026/EOI/012	Office Cleaning and Janitorial Services.
13	FM/BO/01/2026/EOI/013	Hotel Accommodation Services.
14	FM/BO/01/2026/EOI/014	Vehicle Maintenance and Repair Services.
15	FM/BO01/2026/EOI/015	Vehicle Maintenance and Repair Services.
16	FM/BO/01/2026/EOI/016	Generator Maintenance and Solar Power Systems. Office.
17	FM/BO/01/2026/EOI/017	General Office Maintenance (including fire extinguishers, doors, plumbing, electrical works, and minor civil works).
18	FM/BO/01/2026/EOI/018	Supply of Scholastic and Educational Materials.
19	FM/BO/01/2026/EOI/019	Supplies OF Non-Food Items (NFIs)

FIRST MISSION

B. Deadline for Submission of EOI.

Monday , 19-October- 2026, 16:00hrs, WAT. If any doubt exists as to the time zone, refer to:

http://www.timeanddate.com/worldclock/

i. General Office Maintenance (including fire extinguishers, doors, plumbing, electrical works, and minor civil works)

Applicants may apply for more than one category, provided they clearly indicate each category and submit supporting evidence for capacity.

4. ELIGIBILITY AND COMPLIANCE REQUIREMENTS

Interested companies must meet the following minimum requirements:

i. Valid Certificate of Incorporation with CAC.
ii. Evidence of Tax Clearance Certificate (TCC) or equivalent.
iii. Company profile detailing relevant experience.
iv. Evidence of similar assignments completed in the last 2–5 years.
v. Professional licenses or regulatory approvals (where applicable, e.g. security services).
vi. Valid corporate bank account details.
vii. Any other statutory or regulatory compliance relevant to the service category

FIRST MISSION reserves the right to verify all submitted documents.

FIRST MISSION

5. METHOD OF APPLICATION

Interested companies and service providers are required to submit a request for Expression of Interest Document (EOID) clearly indicating the specific service category or item they wish to provide.

Requests for Expression of Interest Document should be submitted via email to: procurement@firstmission-ng.org

6. IMPORTANT NOTES

i. Only shortlisted and prequalified vendors will be invited to subsequent tender processes

ii. Late submissions will not be considered

iii. Submission of an EOI does not guarantee inclusion in the vendor list

iv. FIRST MISSION reserves the right to accept or reject any EOI without assigning reasons.

7. **ENQUIRIES**

All enquiries regarding this EOI should be directed to the Operations/Logistics **@:**

PHON: 07068211979 | 08166315323

EMAIL: procurement@firstmission-ng.org

FIRST MISSION | "*Humanitarian Aid with a Human Touch*"

FIRST MISSION