CALL FOR EXPRESSION OF INTEREST (EOI)

PREQUALIFICATION OF VENDORS AND SERVICE PROVIDERS

Organization: Cedar Foundation for Disability (CFfD)
Location: Northeast and northwest Nigeria, with potential engagement across CFfD's operational locations in Nigeria

ORGANIZATIONAL BACKGROUND

Cedar Foundation for Disability (CFfD) is a non-profit and developmental organization committed to promoting the rights, inclusion, protection, and socio-economic empowerment of persons with disabilities, women, children, and other vulnerable groups. CFfD implements inclusive humanitarian, resilience, and development programmes across conflict-affected and underserved communities in Nigeria.

As part of efforts to strengthen its procurement processes and build a reliable roster of qualified vendors and service providers, CFfD invites interested and eligible companies, firms, contractors, and individuals to submit an Expression of Interest (EOI) for inclusion in its Approved Vendors List/Framework Agreement for the supply of goods and provision of services across its operational areas in Northeast, northwest and northcentral Nigeria.

CATEGORIES OF GOODS AND SERVICES

Interested vendors may apply for one or more of the following categories:

Category A: Office Stationery, Consumables and Equipment

- Office stationery and supplies
- Printing consumables
- Office furniture and equipment
- General office consumables

Category B: ICT Equipment, Software and Digital Services

- Computers, laptops, tablets, printers and accessories
- Networking equipment and accessories
- Software and licenses
- ICT maintenance and technical support

• Data, internet and telecommunication services
• Digital solutions and technology support

Category C: Printing, Branding and Communication Services

• Printing of reports, training materials and publications
• Branding and visibility materials
• Banners, posters and signage
• Graphic design and communication materials
• Photography and videography services

Category D: Vehicle Hire, Transportation and Logistics Services

• Vehicle rental and hire services
• Transportation services
• Logistics and haulage services
• Movement of programme materials and equipment

Category E: Fuel and Energy Supplies

• Petrol
• Diesel
• Cooking gas
• Generator-related supplies
• Solar and alternative energy solutions

Category F: Hotel, Accommodation, Conference and Event Services

• Hotel accommodation
• Conference facilities
• Meeting and workshop venues
• Event management services
• Training and meeting facilities

Category G: Catering and Refreshment Services

• Catering services
• Food and refreshments for meetings and events
• Training and workshop catering
• Community event catering

Category H: Food and Non-Food Items

• Food commodities
• Household items
• Non-food items (NFIs)

• Dignity and essential household supplies
• Programme distribution materials

Category I: WASH Supplies and Services

• Water supply
• Water storage equipment
• Hygiene materials
• Sanitation supplies
• WASH facility services and maintenance

Category J: Health, Medical and MHPSS Supplies

• Medical supplies and equipment
• First aid materials
• Health-related consumables
• Psychosocial support materials
• MHPSS programme supplies

Category K: Construction, Rehabilitation and Facility Maintenance

• Construction and rehabilitation works
• Office and facility renovation
• Electrical and plumbing works
• Accessibility modifications
• Maintenance and repairs
• Minor civil works

Category L: Disability and Accessibility Supplies

• Assistive devices and technologies
• Mobility aids
• Accessibility equipment
• Communication and learning aids
• Disability-inclusive programme materials
• Reasonable accommodation equipment

Category M: Security Services and Equipment

• Security services
• Security-related equipment
• Safety and emergency equipment
• Risk management and security support services

Category N: Training, Consultancy and Capacity-Building Services

• Training and facilitation services
• Technical consultancy
• Research and assessments
• Monitoring and evaluation consultancy
• Organizational development services
• Disability inclusion and accessibility consultancy
• Programme and humanitarian technical expertise

Category O: Financial, Insurance and Professional Services

• Insurance services
• Banking and financial services
• Audit and accounting services
• Legal and professional services
• Courier and document delivery services

Category P: Vehicle, Generator and Equipment Maintenance

• Vehicle servicing and repairs
• Generator servicing and repairs
• Equipment maintenance
• Spare parts and technical services

Category Q: Communication, Media and Information Management

• Media and communications services
• Public relations and communications support
• Content development
• Information management services
• Data collection and digital information services

ELIGIBILITY CRITERIA

Interested vendors and service providers should meet the following minimum requirements:

- Valid Certificate of Incorporation/Business Registration (CAC or equivalent)
- Valid Tax Identification Number (TIN) and evidence of tax compliance
- Company profile detailing relevant experience, past clients/references, and years in operation
- Evidence of relevant technical and financial capacity to deliver the goods/services applied for
- Valid means of identification of the company's authorized representative(s)
- Bank reference letter or evidence of an active corporate bank account

- Compliance with CFfD's Code of Conduct, Safeguarding, and Anti-Fraud policies

Additional documentation may be requested during the due diligence and procurement process.

DISABILITY INCLUSION AND ACCESSIBILITY

Cedar Foundation for Disability encourages qualified vendors and service providers that demonstrate commitment to disability inclusion and accessibility.

Vendors providing goods, services, facilities, technology, construction, training, communication, or other relevant services are expected, where applicable, to consider:

- Accessibility for persons with disabilities.
- Reasonable accommodation requirements.
- Inclusive communication and service delivery.
- Universal design principles.
- Non-discrimination and equal access.
- Meaningful engagement with persons with disabilities and Organizations of Persons with Disabilities (OPDs), where relevant.
- Persons with disabilities, disability-led businesses, and organizations providing disability-inclusive products and services are particularly encouraged to apply.

ETHICAL AND COMPLIANCE REQUIREMENTS

All vendors and service providers engaged by CFfD are expected to:

- Maintain high standards of integrity and professionalism.
- Comply with applicable Nigerian laws and regulations.
- Avoid bribery, fraud, corruption, collusion, and other unethical practices.
- Declare any actual, potential, or perceived conflict of interest.
- Respect CFfD's safeguarding and protection requirements.
- Respect the dignity and rights of programme participants and communities.
- Maintain confidentiality of information obtained through engagement with CFfD.
- Comply with relevant contractual, financial, procurement, and donor requirements.

CFfD reserves the right to conduct due diligence, reference checks, verification visits, and other assessments before or during engagement.

DOCUMENTS REQUIRED FOR SUBMISSION

Interested vendors should submit the following documents in one PDF file, clearly indicating the category or categories applied for:

- Cover letter expressing interest and specifying category/categories applied for
- Certificate of Incorporation (CAC)
- Valid Tax Identification Number (TIN) / Tax Clearance Certificate
- Company profile and portfolio of past/current clients
- Valid means of identification of company directors/representatives
- Bank reference letter
- Any other relevant certifications or licenses

METHOD OF APPLICATION

Interested and eligible vendors and service providers should submit their application and supporting documents as one PDF file to:

procurement@cedarfoundationfordisability.org

Email Subject Line: EOI – Vendor/Company Name –Category Code(s)

SUBMISSION DEADLINE: 11:00 PM, 10th October 2026

EQUAL OPPORTUNITY AND INCLUSIVE PROCUREMENT

Cedar Foundation for Disability is committed to transparent, fair, ethical, and inclusive procurement practices.

Disability-led businesses, local businesses, and qualified vendors based in these locations are strongly encouraged to apply.

Cedar Foundation for Disability is an equal opportunity organization and does not discriminate on the basis of disability, gender, age, ethnicity, or other protected characteristics.