INVITATION TO BID

FOR

SUPPLY OF LEARNERS KITS IN FORMAL SCHOOLS

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1. Background Information on CASFOD

Unique Care and Support Foundation (CASFOD) is a child and women's rights national non-governmental organization with a mandate towards supporting humanitarian and development activities in Nigeria.

CASFOD has a vision aimed at creating a world where all people even in remote areas of the world hold the power to create opportunities for themselves and others. CASFOD's core values includes Learning Continually, Excellence and Goal Oriented Approach.

2. Summary of the Requirement

Procurement of Learners kits (Exercise Book, Pen, Eraser, sharpener, Pencil, Uniform, Sandal, Socks) for children enrolled into formal school.

3. ITB Overview and Instructions

3.1 Overview

CASFOD invites interested and eligible suppliers to submit bids as part of a competitive process for the supply and delivery of learning materials to Michika Adamawa State. Successful bidder(s) will be expected to enter into a formal supply contract on a non-exclusive basis with CASFOD. CASFOD reserves the right not to award a contract as a result of this Invitation to Bid, or to award contracts to multiple suppliers, depending on the organization's operational needs

3.2 Instructions to Bidders

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders' responsibility to ensure their offer is complete and that they provide all the necessary information asked for in the format specified, or risk their offer being rejected.

Documents comprising this bid pack are as follows:

- Annex A - Bill of Quantity
- Annex B - Bidders Information Form
- Annex C - Code of Conduct

Bidders are required to submit their proposal, inclusive of all required annexes, via email to tender@casfod.org

Offers must be received by the deadline specified in the section **'3.3 Key Dates and Timelines.'**

The offer and all correspondence and documents related to the bid must be written in English.

Each bidder may submit only one offer.

Unless stated otherwise, all submissions from Bidders about this bid must be directed to tender@casfod,.org and must include the ITB reference number – **CASFOD/ITB/1126/001**. Clarifications must be directed to tender@casfod.org and must include the ITB reference number: **CASFOD/ITB/1126/001**.

3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this bid process. CASFOD reserves the right to change these at any time as the bid progresses.

Activity	Deadline Date
Issue of Invitation to Bid	10th November 2026
Deadline for submission of offers	17th November 2026
CASFOD Review of Offers	20th November 2026

3.4 Pricing

Bidders are required to complete the pricing schedule attached separately in **Annex A – Bill of Quantity** All prices must be quoted in Naira. Also, the bidders are expected to attach the summary of their bid on their company letter head dully signed and stamped by an authorized representative.

It is expected that prices will be fixed for the duration of the contract and quotes will be valid for a maximum period of 90 calendar days following the Closing Date of this bid. If, for any reason, you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your bid.

To ensure a fair and transparent process, CASFOD will not be able to divulge budget information relating to this bid or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

4. Specification and Scope of Requirement

A detailed specification is described by the BoQ can be found in **Annex A**, attached to this bid.

5. Selection Criteria

Bids will be assessed against predetermined criteria, which have been developed and agreed upon by the Bid Panel before launching this bid process. The information gathered in, and any other requested documentation will be used to evaluate and score each Bid against this set criteria. Please find further details in the table below:

	Criteria	Bidders must demonstrate……	Weight
Compliance	**BidCompliance and Completion**	• Evidence of valid registration with corporate affairs commission with the Memorandum and Article of Association, and forms CAC2 and CAC7 and TCC	**Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.**
	Delivery Lead Time	• Bidders are required to clearly indicate the proposed delivery timeline for the supply of learning materials if awarded the contract.	**15%**

	Proof of relatable work experience.	• Bidders are required to provide evidence of at least two (2) successfully executed contracts for the supply of learning materials or similar services within the last three (3) years.	**35%**
Financial Proposal (50%)	**Pricing Schedule**	• Completion of 'Annex A – Bill of Quantity with all requested information • Price validity	**50%**

6. Evaluation of offers

The bid panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score based on predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for CASFOD in terms of the evaluation criteria set out above. By participating in this bid, you acknowledge and understand that the CASFOD reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to readvertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.

7. Terms & Conditions

By submitting a Bid as part of this bid process, you also acknowledge and understand that:

- CASFOD will not be liable for any costs or expenses incurred in the preparation of your offer
- Successful Bidders will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- CASFOD reserves the right to keep confidential the circumstances that have been considered for the selection of the offers
- Part of the evaluation process may include a presentation from the Bidder and a site visit by CASFOD staff, where applicable and necessary
- CASFOD reserves the right to alter the schedule of bid and contract awarding
- CASFOD reserves the right to cancel this bid process at any time and not to award any contract
- CASFOD reserves the right not to enter or award a contract as a result of this invitation to bid
- CASFOD does not bind itself to accept the lowest or any offer
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or CASFOD during the process of examining, clarifying, evaluating and comparing bid will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this bid as the sole basis of this competition, whatever its conditions of sale may be, which you hereby waive
- You have examined carefully, understood and complied with all conditions, instructions, forms, provisions and specifications contained in this bid dossier. You are aware that failure to submit a bid containing all the information and documentation expressly required within the deadline specified may lead to the rejection of the bid at CASFOD discretion
- You are not aware of any corruption practice in this competition. Should such a situation arise, we shall immediately inform CASFOD in writing
- You declare that you are affected by no potential conflict of interest and that you and our staff have no link with other Bidders or parties involved in this competition. Should such a situation arise during the performance of the contract, you shall immediately inform CASFOD in writing.
- You accept to work with local laborers in the community.

ANTI – TERRORISM

The Contractor or partners declares and guarantees that the funds provided by CASFOD Nigeria for the service shall not be knowingly used to benefit terrorist groups as defined in the criminal code of Nigeria or individual members of those groups or for terrorist activities, either directly or indirectly.

Submission of offers

Offer should be submitted electronically through the CASFOD designated email address.

tender@casfod.org

Queries related to this bid must be addressed to

tender@casfod.org

Please include the bid reference number above in all correspondence

The offer and all correspondence and documents related to the bid must be written in the English language.

8. Annexes

Annex A- Bill of Quantity
Annex B- Bidders Information Form
Annex C- Non-Staff Code of Conduct

ANNEX A: Bill Of Quantity

BOQ Mainstream Kits.xlsx

ANNEX B:

Bidder Information Form

1	Bidder's Legal Name:	
2	Bidder's TIN Number:	
3	Bidder's CAC Number:	
4	Bidder's Address:	
5	Bidder's Official Email Address:	
6	Bidder's Telephone Number:	
		Account No.:
		Account Name:
		Name of Bank:
		Branch:
		Name:
		Designation:
		Mobile No.:
9	Bidder's Authorized Representative's Signature:	
10	Bidder's Company Seal	

ANNEX C:

NON-STAFF CODE OF CONDUCT

INTRODUCTION

Unique Care and Support Foundation (CASFOD) is committed to achieving its mission to enhance the socio-economic status of communities and promote sustainable development through partnerships.

Suppliers & consultants of CASFOD are considered trusted associates of the organisation. The actions and behavior of suppliers & consultants (whether inside or outside of CASFOD's offices and environment) can positively impact CASFOD's ability to achieve its mission but can also undermine CASFOD's ability to achieve its mission and damage CASFOD's reputation.

As such, CASFOD expects all suppliers & consultants that it engages with to manage their work and behavior in a way that complies with this Code of Conduct ("**Code**").

APPLICATION AND SCOPE

This Code applies to all suppliers & consultants who are engaged by or on behalf of CASFOD.

The Code forms part of the contract that a supplier or consultant enters into with CASFOD. A failure to adhere to the Code could result in that supplier or consultant's engagement with CASFOD being terminated. In agreeing to this Code, suppliers & consultants confirm that they also hold their employees, subsidiaries, sub-contractors, consultants, and third parties that they engage accountable to the values and standards in this Code.

CASFOD recognises that local laws and culture can differ considerably from one country to another and as such, this Code should be read in conjunction with applicable local laws.

RESPONSIBILITIES



SAFEGUARDING

Supplier & consultants agree:

- To conduct their work in a way that prevents violence against children and promotes fair chance to everyone.
- To treat children and young people in a manner that is respectful of their rights and to not discriminate against girls.
- To protect all people from sexual abuse and sexual exploitation, meaning any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes.



LABOUR & HUMAN RIGHTS

Suppliers & consultants agree:

- To not employ children (under 18).
- To not engage in slavery, forced labour, human trafficking, unfair working practices or inhumane working conditions.
- To create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, verbal or psychological harassment or abuse.
- To ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, ethnic background, sex, gender, sexual orientation, age religion or belief and political opinion.
- To immediately report any concerns or suspicions in relation to slavery, forced labour, human trafficking, unfair working practices or inhumane working conditions.
- To ensure the payment of fair wages in full and directly to the workers concerned.
- To fulfill their obligations under local law regarding social contributions & tax payments.
- To maintain full compliance with all laws and regulations applicable to their business.



SAFETY AND SECURITY

Suppliers & consultants agree:

- To ensure, so far as is reasonably practicable, that the workplaces, machinery, equipment, and processes under their control are safe and without risk to the health of their employees.
- To take due care to ensure their work product meets relevant national or international standards.
- To develop, implement, and maintain processes appropriate to their products to remove the risk of introducing counterfeit parts and materials into deliverable products.
- To report any security or safety incidents occurring where working with, for or on behalf of CASFOD.



PROFESSIONAL CONDUCT AND ETHICAL BEHAVIOUR

Suppliers & consultants agree:

- To ensure that individual behaviour does not bring CASFOD into disrepute.
- To be open, honest and show integrity in working with CASFOD.
- Where using CASFOD's equipment, to not use it to view, download, create or distribute inappropriate material.
- To not use any CASFOD related premises or sites other than for CASFOD authorized activities.
- To not engage in arms manufacture, sale or export to governments which violate the human rights of their citizens.
- To reduce or eliminate waste of all types, including water and energy, at the source or by practices such as recycling and re-using materials; and to undertake initiatives to promote environmental responsibility and sustainability.



BRIBERY, FRAUD AND CORRUPTION

Suppliers & consultants agree:

- To not engage in any form of bribery, both giving or receiving.
- To implement measures to prevent opportunities for fraudulent activities to be undertaken by its employees.
- To report any suspected or confirmed incident relating to bribery, fraud or nepotism at the earliest opportunity to CASFOD and will not withhold any relevant information for any investigation.
- To ensure the proper use of CASFOD's resources and prevent them from theft, fraud or other damage (where in their-control).

"**Bribery**": This is the offering, giving, promising or accepting of any financial incentives from one person to another in order to influence a decision or obtain an unfair advantage.
"**Fraud**": This is civil or criminal deception, intended for unfair or unlawful financial or personal gain or to cause loss to another party, such as by misappropriation of assets, abuse of position, collusion, false representation and/or prejudicing someone's rights.

CASFOD



CONFLICT OF INTEREST

Suppliers & consultants agree:

- To report any actual, possible or potential conflict of interest and declare to relevant management or a contact within CASFOD if the supplier or consultant is party to any business relationship with any organisation or person with whom CASFOD does business if that relationship creates a potential conflict of interest to working with CASFOD.



TERRORISM AND FINANCIAL CRIME

Suppliers & consultants agree:

- To not employ, provide funds, economic goods or material support to any entity or individual designated as a "terrorist" and anyone carrying out "terrorist activities" as defined under the relevant national legislation. Note that CASFOD may carry out various verification checks.
- Where a supplier or consultant is incurring expenses on behalf of CASFOD, to conduct its own verification checks where possible to check that CASFOD resources are not paid to a sanctioned entity or used to support terrorism.
- To not engage in money laundering and will take reasonable steps to prevent involvement in any money laundering activities.



INICIDENT REPORTING

Suppliers & consultants agree:

- To report any concern or matter in relation to their own organisation, CASFOD or a third party which contravenes this code to their CASFOD contact. Where it is not possible to report to their CASFOD contact or feel uncomfortable to do so, report any concerns or suspicions using CASFOD's TOLL FREE LINE- 080000222777 or email compain@casfod.org.



DATA PROTECTION

Suppliers & consultants agree:

- To keep information relating to CASFOD or its staff or beneficiaries confidential unless disclosure is a requirement of the law or they have the explicit permission of CASFOD to do so.
- To have measures in place to aid the ethical treatment of data including appropriate collection, storage, processing, sharing and deletion of data.
- To ensure informed, freely given consent is obtained when collecting data.

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers and consultants to CASFOD. CASFOD also expects that suppliers encourage and work with their own suppliers and subcontractors to ensure that they also meet the principles of this Code of Conduct.

CASFOD asks suppliers to promptly report deviations from this Supplier Code of Conduct to the relevant CASFOD member for resolution between the supplier/consultant and that member.

❒ **If you are a consultant having direct involvement with children and young people, you confirm by signing this document that you also have read and signed the CASFOD Policy on Safeguarding Children and Young People.**

I, undersigned [Name & Title]

_____

representing [name of the company]

_____

declare that I understand the requirements of the above code of conduct and undertake to comply with them in the course of my activities.

Date & Signature:

_____