

CENTER FOR HUMANITARIAN IMPACT AND DEVELOPMENT (C-HID)

INVITATION FOR PREQUALIFICATION OF SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS FOR THE REMAINDER OF THE 2026 FINANCIAL YEAR

1. BACKGROUND

The Center for Humanitarian Impact and Development (C-HID) is a humanitarian and development organization committed to empowering communities for sustainable growth and strengthening the resilience and well-being of vulnerable and underserved populations.

C-HID works across key areas including Water, Sanitation and Hygiene (WASH), Food Security and Livelihoods, Health and Nutrition, Protection, Education, Climate Action, Renewable Energy, environmental restoration and other community development interventions.

In the course of implementing its programmes and maintaining its organizational operations, C-HID requires the services of qualified, competent and reputable suppliers, contractors and service providers for the provision of various goods, works and services.

Accordingly, C-HID hereby invites suitably qualified and experienced companies, firms, businesses and service providers to submit applications for prequalification and inclusion in C-HID's Approved Supplier and Service Provider Database for the remainder of the 2026 financial year.

Successful applicants will be considered for future procurement opportunities within their respective categories/lots during the validity of the prequalification/framework arrangement.

Prequalification does not constitute a contract, purchase order, guarantee of business, or commitment by C-HID to procure any minimum quantity or value from a prequalified supplier. Specific procurement requirements will be communicated through Requests for Quotations (RFQs), Requests for Proposals (RFPs), Purchase Orders, Call-Off Orders or other appropriate procurement mechanisms in accordance with C-HID's procurement procedures and applicable donor requirements.

2. PROCUREMENT CATEGORIES / LOTS

Interested suppliers and service providers may apply for one or more of the following categories:

LOT 1 – OFFICE STATIONERY AND GENERAL OFFICE CONSUMABLES

A4/A3 printing paper

Notebooks, writing pads and diaries

Pens, pencils and markers

Permanent and whiteboard markers

Files, folders and envelopes

Staplers and staples

Paper clips and binder clips

Sticky notes and labels

Flipchart pads

Registers and office forms

Scissors, rulers and punchers

Filing and archiving materials

Other general office stationery and consumables

LOT 2 – ICT EQUIPMENT, OFFICE ELECTRONICS AND ACCESSORIES

Laptops and desktop computers

Printers and photocopiers

Scanners

Projectors and projector screens

Monitors

UPS and surge protectors

Routers and networking equipment

External hard drives and flash drives

Keyboards, mice and other computer accessories

Power banks and extension boxes

Audio-visual equipment

Computer and printer accessories

Other ICT equipment and consumables

LOT 3 – PRINTING, BRANDING AND VISIBILITY MATERIALS

Printing of reports and documents

Training materials

Banners and backdrops

Posters and flyers

Brochures

T-shirts, polo shirts and caps

Branded bags

Identification materials

Signage

Stickers

Certificates

Name tags

Other visibility and branding materials

LOT 4 – CATERING, MEALS AND HOSPITALITY SERVICES

Training and workshop meals

Breakfast and lunch

Tea breaks and refreshments

Packed meals

Drinking water

Conference/meeting catering

Event catering

Accommodation and hospitality services

Meeting/conference venue services

Other related hospitality services

LOT 5 – VEHICLE HIRE AND TRANSPORTATION SERVICES

Car and SUV hire

Four-wheel-drive vehicle hire

Bus/minibus hire

Transportation of staff and participants

Field movement and logistics support

Drivers and vehicle-with-driver services

Other transportation-related services

LOT 6 – VEHICLE MAINTENANCE, MECHANICAL SERVICES AND SPARE PARTS

General vehicle servicing

Engine repairs

Mechanical repairs

Auto-electrical services

Diagnostic services

Brake and suspension repairs

Tyres and tyre-related services

Batteries

Genuine/approved spare parts

Vulcanizing services

Vehicle recovery/towingOther automotive maintenance services

LOT 7 – WATER SUPPLY AND OFFICE HYGIENE CONSUMABLES

Drinking water

Dispenser water bottles

Bottled water

Water dispensers

Tissue and toilet rolls

Paper towels

Liquid soap

Hand sanitizers

Cleaning detergents

Disinfectants

Bleach

Waste disposal bags

Other hygiene and sanitation consumables

LOT 8 – CLEANING, JANITORIAL AND OFFICE MAINTENANCE SUPPLIES

Brooms and brushes

Mops

Buckets

Dustbins

Cleaning chemicals

Cleaning equipment

Protective gloves

Air fresheners

General janitorial supplies

Waste management supplies

Other office cleaning materials

LOT 9 – OFFICE FURNITURE AND FITTINGS

Office desks

Office chairs

Visitor chairs

Conference tables and chairs

Filing cabinets

Bookshelves

Storage cabinets

Lockable cabinets

Whiteboards

Noticeboards

Curtains and blinds

Other office furniture and fittings

LOT 10 – ELECTRICAL, PLUMBING, CARPENTRY AND GENERAL MAINTENANCE SERVICES

Electrical installation and repairs

Plumbing works

Carpentry

Painting

Masonry

Welding

Aluminium works

Glass works

General office repairs

Facility maintenance

Minor renovation works

Other building maintenance services

LOT 11 – GENERATOR, SOLAR AND POWER SYSTEM SERVICES

Generator servicing and repairs

Generator spare parts

Solar system installation and maintenance

Inverter and battery services

Electrical power solutions

Preventive maintenance

Other power and energy-related services

LOT 12 – AIR-CONDITIONING AND REFRIGERATION SERVICES

Air-conditioner installation

Routine servicing

Repairs and maintenance

Gas refilling

Replacement of AC components

Refrigeration services

Other related services

LOT 13 – TRAINING, WORKSHOP AND EVENT SUPPORT SERVICES

Canopies/tents

Chairs and tables

Public address systems

Projectors and screens

Megaphones

Training materials

Event equipment

Conference support

Event logistics

Other training/workshop support services

LOT 14 – MEDIA, COMMUNICATION AND CREATIVE SERVICES

Photography

Videography

Graphic design

Video production

Radio programme production

Radio airtime

Media coverage

Translation and interpretation

Website and digital communication services

Other communication and media services

LOT 15 – SECURITY AND SAFETY SERVICES

Security guard services

CCTV installation and maintenance

Access-control systems

Security equipment

Safety equipment

Other security-related services

LOT 16 – PROFESSIONAL AND CONSULTANCY SERVICES

Research and assessments

Baseline and endline studies

Monitoring, Evaluation, Accountability and Learning (MEAL) consultancy

Training and capacity-building consultancy

Engineering and technical consultancy

Quantity surveying

Legal services

Financial and accounting consultancy

Human resources consultancy

Information technology consultancy

Translation and interpretation

Other professional consultancy services

LOT 17 – FIELD, WASH, LIVELIHOOD AND PROGRAMME IMPLEMENTATION SUPPLIES

WASH materials and equipment

Hygiene promotion materials

PPE and field safety materials

Agricultural and livelihood inputs

Community mobilization materials

Field equipment

Training and sensitization materials

Renewable energy-related materials

Programme-specific supplies

Other humanitarian and development programme materials

3. PREQUALIFICATION REQUIREMENTS

Interested suppliers/service providers are required to submit the following documents and information:

- Company/business registration documents issued by the appropriate authority.
- Tax identification and relevant tax documentation, where applicable.
- Company profile/business profile.
- Evidence of relevant experience in the category/lot applied for.
- At least two relevant references or evidence of previous similar assignments, where available.

- Physical business address and valid contact details.
- Name and contact details of the authorized representative.
- Valid bank account details in the name of the company/business, where applicable.
- Relevant professional licences, permits or certifications, where applicable.
- Evidence of technical capacity, equipment or personnel relevant to the service being offered.
- Completed and signed Conflict of Interest Declaration.
- Completed and signed Anti-Fraud and Anti-Corruption Declaration.
- Declaration confirming that the applicant is not debarred, suspended or otherwise prohibited from participating in procurement activities, to the extent applicable.
- Any other document considered relevant to demonstrate the applicant's capacity and suitability for the category applied for.

For specialized services, C-HID may request additional technical documentation, professional certifications, references, licences or evidence of previous experience.

4. PREQUALIFICATION AND VENDOR SELECTION

Applications will be reviewed by C-HID through an established evaluation process based on relevant criteria, which may include:

- Legal and statutory compliance
- Relevant experience
- Technical capacity
- Quality of goods/services
- Financial and operational capacity
- Availability and delivery capacity
- Geographical coverage
- Previous performance
- Professional reputation
- Value for money
- Completeness and authenticity of submitted documentation

C-HID reserves the right to prequalify one or more suppliers/service providers under each lot, depending on the quality and number of responsive applications and the organization's operational requirements.

C-HID may establish a pool of multiple prequalified vendors under a particular lot to promote competition, value for money, continuity of supply and operational flexibility.

5. FRAMEWORK ARRANGEMENT AND FUTURE REQUESTS FOR QUOTATION

Successful applicants may be included in C-HID's Approved Supplier and Service Provider Database and may be invited to enter into a Framework Agreement/Service Agreement covering the applicable procurement category.

Where a specific requirement arises, C-HID may issue a Request for Quotation (RFQ), Call-Off Request, Request for Proposal or other appropriate solicitation to eligible prequalified vendors within the relevant lot.

Prequalified vendors will compete for individual requirements, and the award will be made in accordance with C-HID's procurement procedures based on the applicable evaluation criteria, including responsiveness, quality, technical compliance, price, delivery capacity and overall value for money.

Being prequalified does not guarantee the award of any specific contract or purchase order.

6. VALIDITY OF PREQUALIFICATION

The prequalification shall cover the remaining period of the 2026 financial year, subject to the terms of the applicable framework/service agreement.

C-HID may review vendor performance during the framework period and may suspend, remove or replace a vendor where there is evidence of:

Poor performance

Failure to meet agreed specifications

Persistent delays

Unethical conduct

Fraud or attempted fraud

Conflict of interest

Misrepresentation or submission of falsified documents

Breach of contractual obligations

Other conduct that may compromise C-HID's procurement principles

C-HID may also undertake additional market assessments or admit additional qualified suppliers where operational needs require.

7. PRICE REVIEW

Where a framework agreement is established, agreed prices/rates shall remain valid for the applicable period.

However, where there is a significant and demonstrable change in market conditions, inflation, exchange rates, fuel prices, statutory charges or other economic factors materially affecting the cost of goods or services, C-HID may review the applicable rates in accordance with the terms of the framework agreement.

Any proposed price adjustment must be supported by appropriate justification and shall be subject to review and written approval by C-HID before becoming effective.

8. SUBMISSION OF APPLICATION

Interested and eligible suppliers/service providers should submit their application clearly indicating the lot(s)/category(ies) for which they wish to be considered.

The application should be compiled into a single PDF document and submitted through:

Email: procurement@chid.org.ng

Subject: Application for Prequalification – [Lot Number and Category]

Applicants applying for more than one lot should clearly indicate all applicable lots in the subject line or cover letter.

9. DEADLINE FOR SUBMISSION

All applications must be submitted on or before Monday, 31 August 2026 at 5:00 PM (WAT).

Applications received after the deadline may not be considered.

10. IMPORTANT NOTICE

C-HID reserves the right to:

- Accept or reject any application in whole or in part;
- Prequalify one or more suppliers under any category;
- Request clarification or additional information from applicants;
- Verify submitted documents and references;

- Conduct physical verification or due diligence where necessary;
- Cancel, amend or modify the prequalification process where operational or other legitimate circumstances require;
- Conduct further competitive procurement among prequalified vendors for specific requirements; and
- Apply additional procurement requirements imposed by a donor, funding partner, applicable law or other relevant authority.

C-HID is committed to transparency, fairness, integrity, competition, accountability and value for money in all procurement activities.

Only applicants who meet the required criteria will be contacted regarding their prequalification status and subsequent procurement opportunities.

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Empowering Communities for Sustainable Growth