



Plot 990, NAL Boulevard, Central Business District, FCT Abuja

[Albinofoundation.org](http://Albinofoundation.org)

[contracts@albinofoundation.org](mailto:contracts@albinofoundation.org) || +234-812 018 0888

### **CALL FOR REGISTRATION OF VENDORS AND SERVICE PROVIDERS**

THE ALBINO FOUNDATION (TAF), a not for profit, non-governmental organization, extends invitations to businesses in Nigeria to submit letters of introduction and application to be registered as a vendor/service provider for our programs, under any of the following categories:

Service Providers	Vendors for Procurement of Goods
Hospitality Management	Supply of ICT Equipment
Vehicles servicing and Maintenance	Supply of Office Furniture
Facilities Management	Supply of Office Equipment and Consumables
Transport and Logistics	Supply of Vehicles and related goods
Legal Services	Others (applicant to indicate specifics in application)
Printing Services (Publicity materials and Publications)	
Consulting and Research	
ICT Management and related services	
Others (applicant to indicate specifics in application)	

The consideration for the selection of vendors and service providers shall be determined by the following weighted measures:

- Compliance with the conditions for registration
- Alignment to product/service specifications
- Responsiveness of quoted prices/product cost
- Best delivery for each quantity
- Time/duration of delivery
- Evidence of previous work done

The weights to be attached to the above measures shall be determined by the TAF Procurement Unit in line with internal standards and consideration.

Take notice that the Albino Foundation assumes no responsibility for product/service cost, delivery/transport cost.

Conditions for Registration:

1. Letter(s) must be submitted for all or any number of the product/service sought by The Albino Foundation.

2. Evidence of CAC registration
3. Evidence of Previous work done
4. In the case of a professional service to be provided, evidence of registration with relevant professional body
5. The Letter shall clearly indicate the procurement for which interest is expressed
6. Letter shall include unit prices per item in **Nigerian Naira** and transport related expenses to the identified destination (where applicable). The product unit price and transport price must be listed separately.

**Please note VAT is not paid. Withholding Tax will be deducted as prescribed by the Government of Nigeria.**

7. All products/services submitted must meet official Nigeria Government standards.
8. The Albino Foundation reserves the right to make changes to above -specified quantities until the final awards are concluded.
9. Relationship with any TAF staff or partner should be fully disclosed on the tender. This will not disqualify the bid in any form but will help avoid conflict of interest.
10. Include all information relating to warranty.
11. All letters should be addressed to:

**THE PROCUREMENT UNIT**, The Albino Foundation office, located at No. 990 Nal Blvd, Central Business District CBD, FCT Abuja, Nigeria.

They must be submitted in sealed envelopes and marked “**RE: REGISTRATION AS VENDOR/SERVICE PROVIDER**” or sent via email to [contracts@albinofoundation.org](mailto:contracts@albinofoundation.org) and subject should be ‘**RE: REGISTRATION AS VENDOR/SERVICE PROVIDER**’. Applications must be submitted **not later than 5PM Tuesday, August 30, 2022** (Submissions may be delivered by hand provided they are in sealed envelopes).

The Albino Foundation shall follow the ensuing terms of payment for the products/services. The Albino Foundation will effect a bank transfer to the account specified by the supplier **ONLY** upon delivery of each product/service and confirmation of compliance with specifications. Cash payments will not be made. Partial deliveries and partial payments may be accepted based on quantities or services delivered.

**The issuance of this invitation does not constitute an award of contract on the part of The Albino Foundation nor does it commit The Albino Foundation to pay for the costs incurred in the preparation and submission of a bid. Terms of Contract/engagement shall be provided for and clearly stipulated in the Contract Agreements to be executed following the award.**

The Albino Foundation reserves the right to reject any and all bids received. Final award of any resultant contract will not be made until all the necessary Albino Foundation internal procedures have been completed.

Please direct any questions concerning this Invitation to The Secretary, Procurement Unit on (08120180888). The Albino Foundation Tender Committee shall open tenders soon afterward. TAF Tender Committee will make notification within two weeks of a decision.

PUBLISHED THIS 17<sup>TH</sup> DAY OF AUGUST 2022

**FOR: THE ALBINO FOUNDATION**  
Administrative Officer