

HEALTH STRATEGY AND DELIVERY FOUNDATION

EXPRESSION OF INTEREST (EOI) FOR PREQUALIFICATION OF SERVICE PROVIDERS

The Health Strategy and Delivery Foundation (HSDF) is a not-for-profit organization with a mission to improve the quality of decision-making and execution in the health and social sectors. HSDF achieves this through a focus on delivering results at scale, providing analytical support, driving innovation, and engaging substantively with key stakeholders across Nigeria and Africa.

HSDF invites duly registered, qualified, reputable, and experienced companies to express their interest in prequalification as service providers across various categories required to support its operations. This Expression of Interest (EOI) aims to establish a pool of prequalified vendors who will be eligible to participate in future procurement opportunities.

HSDF has ongoing programs in the following states in Nigeria, where services will be required: Abuja, Imo, Kaduna, Kano, and Lagos. In addition to these locations, some services may extend to other states across Nigeria, depending on operational needs.

REF. CODE	AREA OF EXPERTISE
EOI/HSDF/01	Diesel Supply
EOI/HSDF/02	Accommodation, Catering, and Conference Facility Services (in all 36 States)
EOI/HSDF/03	Event Management and Catering Services
EOI/HSDF/04	Travel Management and Logistics Services
EOI/HSDF/05	Facility Management and Maintenance Services (including Plumber, Electrician, Carpenter, AC Technician, TV Technician, Refrigerator Technician, Water Dispenser Technician, Upholstery Technician, etc.)
EOI/HSDF/06	Generator Maintenance and Repair
EOI/HSDF/07	Printer Maintenance and Repair
EOI/HSDF/08	Vehicle Maintenance and Repair
EOI/HSDF/09	Janitorial and Gardening Services
EOI/HSDF/10	Office Consumables and Cleaning Materials Supply
EOI/HSDF/11	Fumigation Services
EOI/HSDF/12	Stationery and Office Supplies
EOI/HSDF/13	Office Furniture and Equipment Supply and Installation
EOI/HSDF/14	Information Technology (IT) Infrastructure and Services (Network and Security, Software Development and Integration Services, SAP S4Hana ERP Support, Cloud Computing, Data Protection and Compliance services, Laptop and other IT Equipment Supply and Installation)
EOI/HSDF/15	Design, Print, and Branding Services
EOI/HSDF/16	Courier and Logistics Services
EOI/HSDF/17	Vehicle Leasing/Car Hire/Corporate Ride Services
EOI/HSDF/18	Supply, Installation and Maintenance of Fire Extinguishers and related accessories/parts
EOI/HSDF/19	Security and Escort Services
EOI/HSDF/20	Vehicle Tyre Supply and Installation
EOI/HSDF/21	Training and Facilitation Services
EOI/HSDF/22	Medical Equipment and Consumables Supply
EOI/HSDF/23	Photography and Videography Services
EOI/HSDF/24	Health Maintenance Organisation (HMO)
EOI/HSDF/25	Foreign Exchange and Currency Exchange Services (Bureau De Change)
EOI/HSDF/26	Office Interior Design, Remodeling and Renovation Services

ELIGIBILITY REQUIREMENTS
Potential vendors are required to provide the following:

1. A 1-page Cover Letter indicating the area(s) of expertise.
2. Evidence of registration with the Corporate Affairs Commission

- (CAC) and other relevant registration documents.
3. Company Profile (including list of key personnel, their qualifications, experience, and office locations).
4. Evidence of VAT registration
5. Evidence of a corporate bank account with the same business name.
6. Evidence of relevant experience/technical qualification (where applicable) for the conduct of the required service.
7. Three (3) reference letters highlighting similar jobs/services provided.
8. Any other relevant document(s) that could support your EOI.

SUBMISSION MODALITIES

All required documents listed above in separate PDF files via email to procurement@hsdf.org.ng no later than **5pm on Monday, 17th March 2025**.

Kindly quote the Reference Code, Area of Expertise, and State of preference (where necessary) in the email subject, e.g., **EOI/HSDF/06 - Generator Maintenance and Repair - Imo**.

EVALUATION AND SELECTION CRITERIA

Submissions will be evaluated on the following criteria:

- Successful completion and submission of all required documents and information. Failure to provide any eligibility requirement (as applicable) will result in disqualification from the selection process.
- Demonstrated industry experience, technical expertise, and the scope of service coverage.
- Satisfactory and relevant references from previous engagements.
- Only submissions that meet all eligibility requirements and pass the evaluation will be shortlisted for the next stage.

ADDITIONAL INFORMATION

All existing vendors with expertise in any referenced category are required to participate in this exercise.

As an NGO, HSDF is exempt from VAT, but is legally obligated to deduct and remit Withholding Tax (WHT) in line with relevant Nigerian Tax Laws. HSDF may conduct on-site visits to verify the prospective vendor's office location, operational capacity, and capability as part of the pre-qualification process.

Only vendors that meet HSDF's pre-qualification criteria will be contacted via email for the next stage of the process.

For any clarification regarding this publication, please email procurement@hsdf.org.ng quoting "Expression of Interest (EOI) for Prequalification of Service Providers" as the subject line.

DISCLAIMER

This publication does not constitute a solicitation or commitment to award a contract, nor does it confer any right for any prospective vendor to be included in any subsequent tender process. Shortlisting vendors does not guarantee contract award, and HSDF reserves the right to terminate this process at any time without prior notice.

This Expression of Interest does not attract any cost to HSDF in response to submissions from interested organizations.

HSDF shall not be responsible for disqualified submissions due to omissions by prospective vendors.

EMINENT PERSONS ASSEMBLY NASARAWA SOUTH SENATORIAL DISTRICT NASARAWA STATE

HUSSAINI EGYE STREET, PROJECT QUARTERS, LAFIA
08036366860

THE CITING OF LAFIA AS THE HEADQUARTERS OF THE NORTH CENTRAL DEVELOPMENT COMMISSION:

APPRECIATION

The establishment of the North Central Development Commission by the President and Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria, Sen. Bola Ahmed Tinubu, is a step in the right direction. This is a demonstration of the President's commitment to an all-inclusive federation.

The North Central Region, which has always been in the forefront for the struggle and forging of the unity of Nigeria, especially at difficult moments of our nation building, had watched with amazement that regional development commissions were established for all the geopolitical regions, except our beloved region. Thankfully, the Governors' Forum, led by its able Chairman, the Executive Governor of Nasarawa State, Engr. Abdullahi A. Sule rose to the occasion, and were fully backed by Mr. President, did the needful. We extend our special gratitude and appreciation to Mr. President for his kind consideration.

We also want to thank the Governors of the North Central Region, who all worked behind the scenes to ensure that the process was seamless.

We also extend our gratitude to the President of the Senate, Sen. Godswill Akpabio, all the Senators, the Rt. Hon. Speaker and Members of the House of Representatives for their contributions and quick passage of the bill establishing the Commission, and rightly and convincingly citing its Headquarters in Lafia. We are appreciative of their commitment to fair allocation of national resources and insisting that Lafia remains the Headquarters of the Commission.

The following members of the National Assembly deserve special mention for their diligent work and selfless service in the defense and suitability of Lafia City as the Headquarters of North Central Development Commission:

- Sen. Ahmed Aliyu Wadada
- Sen. Mohammed Ogoshi Onawo
- Rep. Jeremiah J. Umaru

Our appreciation also goes to all those who participated in the process and are unknown to us. You are our heroes.



His Excellency **Asiwaju Bola Ahmed Tinubu (GCFR)**

The President, Commander-in-Chief of the Armed Forces, Federal Republic of Nigeria

Signed:

- His Excellency, Amb. Umaru Azores Sulaiman - *Chairman*
- His Excellency, Amb. Musa Ilu Muhammed, OON - *Convener*
- Sen. Arc. Salihu Hussain Egyegbola
- Alh Musa Liman Kwande, Baraden Lafia
- Barr. Mustapha Galadima Esq
- Hon. Abdullahi Tanko Zubairu
- Barr. Musa Hussain Esq
- Alh. Yusuf Muhammed Agabi
- Alh Abdullahi Ogiri Oji
- Alh. Abdullahi Igbo
- Alh Yusuf Aliyu Turaki
- Mr. Ishaya Awotu - *Secretary*