INVITATION TO TENDER

*REF: MSF-WACA/NG202/2024/002 FOOD VENDORS*

PROVISION OF PATIENT FOOD (FOOD VENDORS) **Kano based Vendors only**.

Tender Opening Date: 11/06/2024

**LETTER OF INVITATION**

**Dear Bidders,**

Medecins Sans Frontieres West and Central Africa **(MSF-WaCA)** is pleased to inform you that interested companies are invited to submit a proposal (**Proposal**) for Provision of patient Food (Food Vendors). Details are enlisted below :

Participation in the Tender is based on the following conditions;

1. The Proposal, all bidding documents and all related correspondences must be in English. All information and documents submitted by bidders must be accurate, correct and duly certified.
2. Bidders must regularly follow up on the issuance of further instructions and/or amendments to this invitation to tender.
3. MSF-WaCA reserves the right to accept or reject any Proposal, cancel the tender process and/or reject all Proposals at any time, without incurring any liability to bidders or any third parties.
4. Only successful Bidders will be contacted, in due course, of the results of their Proposals.

Kind Regards:

NYANGA Francis

Logistics Team Lead

**CALL FOR TENDER**

**Opening date**: 11/06/2024 **Closing date**: 5:00pm WAT 24/06/2024

**A.) Introduction:**

Médecins Sans Frontières (MSF) is an International Private non-governmental, non-profit, humanitarian organization created in 1971. We offer medical assistance to population in distress, victims of natural or man-made disasters and to victims of armed conflicts irrespective of race, religion, creed or political affiliation. Médecins Sans Frontières observes neutrality and impartiality in the name of universal medical ethics and the right to humanitarian assistance and demands full and unhindered freedom in the exercise of its functions. MSF works in over 70 countries globally and has been working continuously in Nigeria since 1996. Médecins Sans Frontières West and Central Africa -(MSF-WaCA) is currently operating in 5 countries of Africa. In Nigeria we are present in two states: Crossriver (Southern part of the country) and Kano (Northern part of the country). MSF-WaCA has its coordination office in Abuja-Nigeria.

Iinterested and authorized Suppliers with cognate experience are invited to participate in this tender process:

**B.) Scope:**

Provision of patient food (Food should be tasty, properly handled, preparations made in a hygienic environment and be of appreciable portion size), to be delivered at MSF-WACA supported health facilities within Kano metropolis Details are given below:

**ANNEX 1 (FOOD MENU)**

**C.) Eligibility Criteria:**

**Technical:**

Interested firms are expected to provide verifiable copies of the following:

1. Company Profile
2. Copies of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) .
3. Valid Tax Identification Number (TIN)
4. Documentary evidence showing experience in the execution of a similar project in the past.
5. Recent Food handler test certificate for Kitchen Staffs. (Applicable to successful vendors only).

**Financial:**

1. Quoted Price (5% Withholding tax is applicable to all prices. An average price is applicable to Breakfast, Lunch & Dinner irrespective of any food served).
2. Payment terms
3. Reference letter from a reputable commercial bank in Nigeria showing

 evidence of financial capability

1. Evidence of Tax Clearance for the last Two years.

**Delivery Time & Offer Validity:**

1. **Mention delivery of food in hours (as it applies either to Breakfast, Lunch or Dinner)**
2. **Validity of quoted price in months**

**D.) Financial Offer:**

Attached, Appendix - 1.

**E.) Submission of Tender Documents:**

Tender documents (Including Financial and Technical Specification) are to be submitted sealed in one envelop and addressed to **Logistics Team Leader, Médecins Sans Frontières WaCA Office Plot 222 Shehu, Kazaure Street, Hotoro GRA, Kano.**

 In addition to the physical submission, bid envelop should bear the following information: **Request for tender documents - Ref: MSF/WACA/NG-202/2024-002/FOOD VENDORS** and particulars of the supplier.

All vendors are required to fill out a tender register at the point of submission at the address mentioned above.

**Tender Closing Date and Time: 5:00 PM WAT 24/06/2024**

**H.) Other Conditions:**

I**.** Bids must be in English Language and signed by an official authorised by the bidder;

ii. Bids submitted after the deadline for submission would be rejected un-opened;

ii. All attendant costs will be borne by the bidders;

iii. Only pre-qualified bidders at technical evaluation will be contacted at a later date for negotiations & inspections.

**Annex 1**

**FOOD MENU**

|  |  |
| --- | --- |
| **Breakfast 7:00am – 7:30am**  | **Dinner 6:00pm – 6:30pm** |
| Bread with Omelette and tea | Tuwon Semovita (Kuka/Okra) + beef |
| Buns and Tea | Spaghetti Jollof and Salad + boiled egg |
| Moi-Moi and Pap | Macaroni Jollof and Salad + fish |
| Beans and Potato pottage | Tuwon Shinkafa and Egusi soup |
| Boiled Yam and Egg Sauce | Spaghetti and Tomato Stew + beef |
| Alkubus and Tausue | White rice and Cabbage Sauce + boiled egg |
| **Lunch 12:30pm – 1:00pm** | **Sauce, Stew and Soup** |
| Rice and Tomato stew + fish | Tomato Stew + fish |
| Jollof rice and Salad + boiled egg | Cabbage and carrot sauce  |
| Tuwon Semovita (Miyan kuka/Miyan Kubewa) + beef | Kuka Soup + beef |
| Tuwon Shinkafa (Miyan tauske/Miyan wake) + beef | Okra Soup + beef |
| Sphagetti and Beans Jollof + fish | Egusi Stew + beef |
| Beans and potato pottage + beef | Beans Soup + beef/Fish |
| Rice and Beans with Miyan Alayyahn + fish | Pumpkin Soup (Taushe) beef/Fish |