



ALLAMIN FOUNDATION FOR PEACE AND DEVELOPMENT (ALFOPED)

122 New Extension, off Ring Road, Opp Giwa Barracks, Old GRA, Maiduguri, Borno State.

Invitation to Bid (ITB)

ITB/NG/MAI/UNDP/AFP/2025/12/001

Date Issued: 9th March, 2026.

Subject: Invitation to Bid for the Supply of startup kits (Vocational Skill Beneficiaries) in Bama and Gwoza Local Governments of Borno State.

1. Introduction

ALLAMIN FOUNDATION FOR PEACE AND DEVELOPMENT is a national humanitarian and developmental organization that is non-governmental, non-profit, and non-political currently actively presence in the North-Eastern Nigeria is geared towards strengthening the resilience of affected population due to conflict and natural disasters hereby invite qualified and reputable vendors to submit sealed bids for the supply of:

- Lot 1: the Supply of quality startup kits (Vocational Skill Beneficiaries) to Bama and Gwoza

Bidders may apply for one or both lots. Each lot will be evaluated independently.

2. Scope of Work

- **Lot 1:** Includes Barbing Saloon kits, Baking, Bean cake/Awara Making, Cap knitting, Cloth/fabric, Electrical installation, food item selling, food vendor/local restaurant, Groundnut Extraction, incense making, Phone charging, Shayi/tea and Noodles selling, shoe making/mending, Soft Drinks selling, soup ingredient selling, sawing machines, trade shop/provision etc.

Detailed specifications are provided in the bidding document which can be received at

3. Documents to file

(a)Supplier registration Form (see Annex A)

The submission form must be submitted using the standard form attached. Bidders must comply with the form and the instructions presented in the form. It is important to complete the form as clearly as possible, so that the file can be properly assessed. The information must therefore be precise and sufficiently detailed.

Additional documents

- Company profile, TIN and CAC registration

(b) General

- All documents submitted must be in English.
- Please submit a complete application form.
- Please do not submit in duplicate for any application.

(c) Evaluation of application files

The ITB shall be awarded to the bidders who have submitted the highest rated bid among those that comply. The evaluation will be carried out by the Tender Analysis Committee which will take place as follows:

- 1) Examination of the admissibility and conformity of the offers (Tender opening).
- 2) Evaluation of the technical quality of the bid 30 points
- 3) Evaluation of the financial offers (by comparison of the prices) 70 points

Administrative verification

Upon opening of the application forms, an administrative evaluation will be performed. This will entail a thorough scrutiny to determine the registration status of the company/supplier/business with the Cooperate Affairs Commission. Furthermore, the Bid Opening Committee will assess all bids received in the tender box, those in the envelopes to confirm if they were received within the set deadline, whether they are appropriately sealed with no indication of tampering and if they have the required reference to the call for tenders. Failure to meet any of these conditions will result in disqualification of the bid.

4. Eligibility Criteria

Bidders must meet the following minimum requirements:

ESSENTIAL CRITERIA		
The supplier submitted his bids with in the set dateline (date and time).	Yes	No
The envelope is duly closed, with no trace of attempted opening or tinkering.	Yes	No
The envelope received, has the reference of the call for tenders.	Yes	No
Company profile, TIN and CAC registration documents	Yes	No
Legal Representatives Identification (ID Card).	Yes	No
Note: For criteria rated Yes/No, 1 No is enough to eliminate or reject the submission.		

5. Evaluation Criteria (Scoring matrix)

(a)I. Technical Evaluation (60%) for both lot 1, lot 2 and lot3

S/No	Criteria	Max Score
1	Shortest delivery lead time will get highest score (5 marks)	5
2	Completion ratio = $\frac{\text{Items available}}{\text{Total items requested}} \times 5$	15
3	Similar suppliers have completed projects particularly in the humanitarian/NGO context with at least three Purchase Orders (POs) provided. A maximum of 10 marks is allocated to each PO provided	30
4	Years of experience in the field (Minimum of 1 year)	10

	Total	60

> Minimum technical score to qualify for financial evaluation: 30/60

(b) Financial Evaluation (40%)

S/No	Criteria	Max Score
1	Price competitiveness $= \frac{\text{lowest bid amount}}{\text{Amount Bid Bidder}} \times 40$	40
	Total	40

The analysis commission will establish an average price per article for each tenderer by

Calculating the arithmetic mean of the prices proposed by the said tenderer according to the different sections. It remains that for the successful bidder, the purchase orders will remain based on the unit prices that he has proposed by tranche.

The score of 40 points is awarded to the tenderer whose offer is the lowest. **ALLAMIN FOUNDATION FOR PEACE AND DEVELOPMENT**

Reserves the right to reject any offer whose financial part is deemed too low, unviable or incompatible with the performance of the proposed work.

6(a) Submission Guidelines

- All bids must be submitted in sealed envelopes clearly marked with the Lot number(s) being applied for.
- Bids should be addressed to the Procurement Committee and submitted at our office located at **122 New Extension Off Ring Road Opp Giwa Barracks, Old GRA, Maiduguri, Borno State.**
- **Deadline for submission: 23rd March, 2026 @ 5:00PM**
- **Late submissions will not be considered.**

6(b). Questions / Clarification requests

The organization reserves the right to accept or reject any bid, and to annul the bidding process at any time without incurring any liability. Clarification and questions should be made at our office

Please note: Phone calls or personal visits, questions by phone or in person are not allowed