



## INVITATION TO BID (ITB)

Reference: ITB /LESGO/SA2/2025/ CAR HIRE

Date: 25th October 2025

### SECTION 1: INVITATION TO BID (ITB) for PROVISION OF CAR HIRE SERVICE

Grassroots Lifesaving Outreach (LESGO) kindly requests your bid for the supply of Non-Food Items (NFIs) as detailed in Annex 1 of this ITB.

This invitation to bid comprises the following documents: Section 1: This request letter

Section 2: ITB Instructions and Data Annexes

Annex 1: Schedule of Requirements

Annex 2: Bid Submission Form

Annex 3: Technical and Financial Offer

Annex 4: Declaration Form

When preparing your bid, please be guided by the ITB Instructions and Data. Please note that bids must be submitted using **Annex 2: Bid Submission Form and Annex 3 Technical and Financial Offer**, by the method and by the date and time indicated. It is your responsibility to ensure that your bid is submitted on or before the deadline. Bids received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your bids.

Approved by:

Name: Procurement and Logistics

Date: 25th October, 2025



## SECTION 2: ITB INSTRUCTIONS AND DATA

<b>Contracting entity:</b> LESGO <b>Procurement type:</b> Unrestricted tendering <b>Description of contract:</b> Purchase order	<b>Project:</b> Integrated Health, Sexual Reproductive Health, and Outbreak Response for Conflict-Affected Populations in Madagali LGA of Adamawa State.  <b>Project Code:</b> CBPF-NGA-25-S-NGO-37205  <b>Project Objective:</b> To reduce preventable morbidity, mortality, and protection risks among conflict-affected populations in Madagali LGA, Adamawa State, by delivering integrated, life-saving primary healthcare, disease outbreak response, and sexual and reproductive health services through strengthened health facilities and mobile outreach teams during the 2025 lean season.
<b>Bid Issue Date</b> <b>Deadline for the Submission of Bid</b> <b>Bid opening date</b> <b>Expected Contract Award</b>	Saturday 25 <sup>th</sup> October 2025 Wednesday 5 <sup>th</sup> November 2025 at 11:59 am WAT  Thursday 6 <sup>th</sup> November 2025 Venue: Virtual online Monday 14 <sup>th</sup> November 2025
<b>Method of Submission</b>	Bids could be submitted as follows: <input type="checkbox"/> Email <input type="checkbox"/> Hand delivery  submission address: <b>lesgo.procurement@gmail.com</b>  <ul style="list-style-type: none"> <li>▪ File Format: PDF or Word format signed and stamped</li> <li>▪ Mandatory subject of email <b>ITB /LESGO/SA2/2025/ Car Hire</b> It is recommended that the entire Bid be consolidated into as few attachments as possible.</li> </ul>
<b>Cost of preparation of bid</b>	LESGO shall not be responsible for any costs associated with a Supplier's preparation and submission of a bid, regardless of the outcome or the manner of conducting the selection process.
<b>Conflict of Interest</b>	LESGO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to LESGO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this ITB.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this ITB shall be subject to the LESGO General Conditions of Contract for the provision of goods/services/transportation/medical services.
<b>Eligibility</b>	Bidders shall have the legal capacity to enter into a binding contract with LESGO and to deliver in the State, or through an authorized representative.
<b>Currency of Bid</b>	Bids shall be quoted in Naira (NGN)
<b>WHT/VAT and Stamp duty</b>	All bids should be submitted including <b>Taxes and stamp duty costs should be charged in the price of items</b>
<b>Language of bid and documentation including catalogues, instructions and operating manuals</b>	English
<b>Documents to be submitted</b>	Bidders shall include the following documents in their bid: <ol style="list-style-type: none"> <li>1. Annex 2: Bid Submission Form duly completed, signed and stamped</li> <li>2. Annex 3: Technical and Financial Offer duly completed, signed,</li> <li>3. Annex 4: Declaration form and in accordance with the Schedule of Requirements in Annex 1</li> <li>4. Annex 5: Declaration of intention to bid</li> </ol>



	<p>5. CAC</p> <p>6. TAX Clearance for the year December 2024</p> <p>7. A three-page summary of the company profile.</p> <p>8. Expression of interest on company letterheaded paper</p>
<b>Bid validity period</b>	Bids shall remain valid for <b>60 days</b> from the deadline for the Submission of Bid.
<b>Price variation</b>	<b>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the bid after the bid has been received.</b>
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> <b>Not permitted</b>
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: Procurement officer</p> <p>E-mail address: <a href="mailto:procurement@lesgongo.org">procurement@lesgongo.org</a></p> <p><b>Attention: Bids shall not be submitted to this address but to the address for bid submission above.</b></p>
<b>Clarifications</b>	Requests for clarification from purchasers will not be accepted any later than <b>3 days</b> before the submission deadline. Responses to requests for clarification will be communicated <b>through email</b> by 2 <sup>nd</sup> November 2025
<b>Evaluation method</b>	<input checked="" type="checkbox"/> <b>The contract will be awarded to the lowest price substantially compliant offer</b>
<b>Evaluation criteria</b>	<p>1. Technical Compliance</p> <p>2. Delivery Time</p> <p>3. Price Competitiveness</p> <p>4. Pass Experience</p> <p><b>5. Proof of previous related experience with UN Agencies, INGOs, NGOs attach approved POs, contract</b></p> <p><input checked="" type="checkbox"/> Evaluation of sample from 2 lowest <i>most compliant offers</i> (Sample will be scored based on quality that meets requirement, and 0 point where no sample is received or fails to meet requirement) Sample will be requested of only the 2 lowest offers after bids have been reviewed and evaluated.</p>
<b>Right not to accept any bid</b>	LESGO is not bound to accept any bid, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	<b>At the time of award of the Contract or Purchase Order, LESGO reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.</b>
<b>Type of Contract to be awarded</b>	Purchase Order
<b>Expected date for contract award.</b>	14 <sup>th</sup> November, 2025
<b>Policies and procedures</b>	This ITB is conducted in accordance with Policies and Procedures of LESGO

<b>Delivery Requirements</b>	
<b>Delivery date and time</b>	Bidder shall deliver the goods <b>within 5 days</b> After Contract (PO) signature.
<b>Exact Address(es) of Delivery Location(s)</b>	1A Hong Road, Karewa Extension, Jimeta/Yola, Adamawa State
<b>Packing Requirements</b>	Should prevent damage to items during delivery
<b>Warranty Period</b>	Minimum of three Months



<b>Preferred Mode of Transport</b>	Land
<b>Other information</b>	



## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Delivery Location	Quantity
1	SIENNA	pcs	Karewa/Yola	1
2	HIGHLANDER	pcs	Karewa/Yola	1
	<p><b>NB: Make sure you read and understand the Specifications and refer to the evaluation criteria before quoting.</b></p> <p><b>Kindly provide 2 minimum POs/contract for related supply with UN agency, INGO or NGO within Northeast.</b></p>			



## ANNEX 2: BID SUBMISSION FORM

*Purchasers are requested to complete this form, including the Company Profile and Purchaser's Declaration, sign, stamp it and return it as part of their bid along with Annex 3: Technical and Financial Offer. The Purchaser shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:		
ITB reference:	ITB /LESGO/SA2/2025/Car Hire	Date:

### BIDDER'S DECLARATION OF CONFORMITY<sup>1</sup>

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organization; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of LESGO.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of LESGO or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of LESGO as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making, or control over the Supplier or any member of its administrative, management, or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to LESGO if it or they become subject to any sanction or temporary suspension.

<sup>1</sup> This form is mandatory to fill in and sign by every vendor who submits bid



Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition, and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the LESGO Code of Conduct.
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform LESGO immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and LESGO.
<input type="checkbox"/>	<input type="checkbox"/>	LESGO reserves the right to terminate any contract between LESGO and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Stamp and Date: \_\_\_\_\_



### ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign, stamp it, and return it as part of their bid along with Annex 2: Bid Submission Form. The Purchaser shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
ITB reference:	ITB /LESGO/SA2/2025/ Car Hire	Date:

		Currency of the Bid: NGN (Nigerian Naira)					
		Deliver at Place: Karewa Extension, Jimeta/Yola Adamawa State					
Item No	Description	UoM	Qty	Qty	Delivery Location	Unit price	Total price
1.	SIENNA	pcs	1	1	Karewa, Yola		
2	HIGHLANDER	Pcs	1	1	Karewa Yola		
	<p>Make sure you read and understand the Specifications and refer to the evaluation criteria (section 2: instruction and data above) before quoting.</p> <p>Kindly provide 2 minimum POs/contract for related supply with UN agency, INGO or NGO within Northeast.</p>						
						Total Price	
						WHT (5%)/VAT (7.5%)	
						Stamp Duty (1%)	
						<b>Net Total Value</b>	



## ANNEX 4

### Compliance with Requirements and Declaration

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal ( <b>please complete this column</b> )
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Delivery Lead Time (in days)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Bid	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements [ <i>pls. specify</i> ]	<input type="checkbox"/>	<input type="checkbox"/>	

I, the undersigned, certify that I am duly authorized to sign this bid and bind the company below in event that the bid is accepted.

<p><i>Exact name and address of the company</i></p> <p>Company Name:</p> <p>Address:</p> <p>Phone No.:</p> <p>Email Address:</p>	<p>Authorized Signature:</p> <p>Date:</p> <p>Name:</p> <p>Functional Title of Authorised</p> <p>Signatory:</p> <p>Email Address:</p>
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### Evaluation of tenders

Criteria	Weight (%)	Bid A	Bid B	Bid C
Technical Compliance	40%			
Delivery Timeline	20%			
Price Competitiveness	25%			
Past Experience	15%			

Document	Form
<b>Annex 2 – Confirmation of intention to tender &amp; receipt of copy documents</b>	Please complete with all requested information
<b>Annex 4 – Tenderers Declaration</b>	Please complete with all requested information
<b>Annex 3 – Item list/specifications &amp; Pricing Schedule</b>	Please complete all requested information and return it in Excel format
<b>Evidence of tax clearance certificate</b>	Please provide tax clearance certificate for the year ending 2023 or 2024.
<b>Financial Capability</b>	Please provide evidence of financial capability and bankers' support letters