



CENTRE LSD VENDOR PREQUALIFICATION AND EXPRESSION OF INTEREST (EOI) GUIDELINES

Vendor Registration and Procurement Framework

This document provides the framework for vendor prequalification, registration, evaluation, selection, and management for procurement activities carried out by Centre LSD. The process is designed to ensure transparency, accountability, value for money, ethical compliance, and effective service delivery.

1. INTRODUCTION

The African Centre for Leadership, Strategy & Development (Centre LSD) is a leading national Non-Governmental Organization (NGO) and think tank in Nigeria registered to build strategic leadership for sustainable development in Africa. (See www.centrelsd.org). The vision of Centre LSD is an African society with strategic leadership and sustainable development. The Centre's mission is to work with forces of positive change to empower citizens to transform society. The Centre carries out its programmes through research, capacity building, advocacy and campaigns built on the principles of catalytic partnership and a rights-based approach. Disability, Youth and Women's rights issues are mainstreamed into our programming. The Centre is guided by the values of transparency and accountability; integrity; feminism; diversity; the dignity of the human person and Pan-Africanism.

Centre LSD is committed to maintaining a transparent, fair, accountable, and competitive procurement process that ensures the engagement of qualified and reliable vendors for the supply of goods, consultancy services, logistics, ICT equipment, office consumables, printing, branding, facility management, and other organizational support services.

The Vendor Prequalification and Expression of Interest (EOI) exercise is intended to establish a database of competent vendors and service providers that can support the organization's operational, programmatic, administrative, and project implementation activities.

The exercise is open to legally registered companies, consultants, suppliers, contractors, and service providers with demonstrable capacity, integrity, and experience in their respective areas of specialization.

2. OBJECTIVES OF THE PREQUALIFICATION PROCESS

The objectives of the prequalification exercise are to:

- Establish and maintain a reliable and competent vendor database.
- Promote transparency, fairness, and competition in procurement processes.
- Ensure compliance with donor, statutory, and organizational procurement requirements.
- Minimize procurement risks associated with unqualified vendors.
- Improve procurement efficiency and value for money.
- Ensure timely delivery of quality goods and services.
- Strengthen accountability and ethical business practices.
- Facilitate rapid sourcing during emergencies and project implementation periods.

3. PROCUREMENT PRINCIPLES

Centre LSD shall conduct all procurement activities based on the following principles:

- Transparency and openness.
- Fair competition and equal opportunity.
- Accountability and documentation.
- Value for money.
- Ethical and professional conduct.
- Non-discrimination and inclusiveness.
- Compliance with donor and statutory regulations.
- Environmental and social responsibility.

4. SCOPE OF VENDOR CATEGORIES

A. ICT AND ELECTRONICS

- Laptops and Computers
- Printers and Scanners
- Projectors and Photocopiers
- Networking Equipment
- UPS and Power Solutions
- CCTV and Security Systems
- Software Licenses and ICT Support

B. OFFICE SUPPLIES AND STATIONERIES

- General Office Stationeries
- Toners and Cartridges
- Office Furniture and Fittings
- Filing and Archiving Materials
- Office Consumables and Hampers

C. PRINTING, BRANDING AND MEDIA SERVICES

- Printing of Reports and Manuals
- Branding and Promotional Materials
- Graphic Design Services
- Souvenirs and Gift Items
- Photography and Videography Services

D. LOGISTICS, TRAVEL AND TRANSPORT SERVICES

- Vehicle Hire Services
- Courier and Delivery Services
- Air Ticketing and Travel Management
- Haulage and Transportation Services

E. CONSULTANCY AND PROFESSIONAL SERVICES

- Research and Consultancy
- Audit and Financial Services
- Legal Services
- Monitoring and Evaluation Services
- Facilitation and Training Services
- Media and Communication Services

F. FACILITY MANAGEMENT AND GENERAL SERVICES

- Cleaning and Janitorial Services
- Generator and Electrical Maintenance
- Plumbing and Facility Repairs
- Security Services

G. HOSPITALITY

- Hotel Accommodation Services
- Catering and Hospitality Services
- Hall/Event Center

5. ELIGIBILITY REQUIREMENTS

Interested vendors and service providers must:

- Be legally registered with the Corporate Affairs Commission (CAC).
- Possess valid tax registration and tax clearance certificates.
- Have at least three (3) years relevant experience.
- Demonstrate financial capacity and operational competence.
- Maintain a verifiable office address and contact details.
- Provide evidence of similar contracts executed.
- Demonstrate ethical business practices and integrity.
- Be willing to comply with Centre LSD procurement and donor requirements.

6. REQUIRED PREQUALIFICATION DOCUMENTS

A. Corporate and Legal Documents

- Certificate of Incorporation/Business Registration
- Memorandum and Articles of Association (where applicable)
- Tax Clearance Certificate
- VAT Registration Certificate
- Tax Identification Number (TIN)
- Relevant Operational Licenses and Permits
- Company Organizational Structure

B. Technical Documents

- Company Profile
- Evidence of Similar Jobs Executed
- Product Catalogues/Brochures
- List of Technical Personnel
- Professional Certifications
- Equipment and Resource Capacity

C. Financial Documents

- Audited Financial Statements
- Bank Reference Letter
- Company Bank Details
- Evidence of Financial Capacity

D. Compliance Documents

- Anti-Corruption Policy
- Child Protection Policy (where applicable)
- Conflict of Interest Declaration

- Code of Conduct Compliance
- Signed Vendor Declaration Form

7. PREQUALIFICATION PROCESS

The vendor prequalification process shall involve the following stages:

Stage 1: Advertisement and Invitation for EOI

Centre LSD shall publicly invite interested vendors to submit Expressions of Interest through appropriate communication channels.

Stage 2: Submission of Documents

Applicants shall submit all required documentation within the specified timeline.

Stage 3: Preliminary Screening

Submitted documents shall be reviewed for completeness and compliance.

Stage 4: Technical Evaluation

Applications shall be evaluated based on:

- Corporate capacity
- Technical competence
- Financial capability
- Past performance
- Compliance requirements

Stage 5: Due Diligence

Centre LSD may conduct background checks, reference verification, office visits, and vendor assessments where necessary.

Stage 6: Approval and Registration

Successful vendors shall be approved and included in the Centre LSD Vendor Database.

Stage 7: Notification

Only successful vendors may be contacted and invited for future procurement opportunities.

8. EVALUATION CRITERIA

Applications shall be evaluated using the following weighted criteria:

- Company Registration and Legal Compliance – 25%
- Technical Capacity and Experience – 25%

- Financial Capacity – 15%
- Past Performance and References – 20%
- Organizational Structure and Personnel – 10%
- Ethical Compliance and Policies – 5%

Only vendors meeting the minimum acceptable score shall be prequalified.

9. PROCUREMENT METHODS

Centre LSD may adopt any of the following procurement methods depending on the nature and value of procurement:

- Request for Quotation (RFQ)
- Request for Proposal (RFP)
- Open Competitive Bidding
- Direct Procurement
- Framework Agreements
- Emergency Procurement
- Consultant Selection Methods

10. VENDOR CODE OF CONDUCT

All vendors engaged by Centre LSD shall:

- Operate with integrity, honesty, and professionalism.
- Avoid fraud, bribery, corruption, or unethical conduct.
- Maintain confidentiality of organizational information.
- Comply with all applicable laws and donor regulations.
- Avoid conflicts of interest.
- Respect safeguarding and child protection principles.
- Ensure quality delivery within agreed timelines.

11. SUBMISSION GUIDELINES

Completed prequalification documents should be submitted through either of the following channels:

Physical Submission:

Centre LSD Office,
3B, Niger Avenue, Villa Nova Estate,
After Cedar Crest Hospital, Apo Dutse, Abuja, Nigeria.

Email Submission:

praise.ocheikwu@centrelsd.org , martina.nomsule@centrelsd.org .
info@centrelsd.org

All submissions should clearly indicate the vendor category being applied for as the subject heading or envelope title.

12. DISCLAIMER

Centre LSD reserves the right to:

- Accept or reject any application without assigning reasons.
- Request additional information from applicants.
- Conduct independent verification of submitted information.
- Cancel or modify the prequalification process at any stage.
- Remove vendors from the database for unethical conduct, poor performance, or non-compliance.

13. APPENDIX – VENDOR DECLARATION

I/We hereby declare that the information provided in this application is true and accurate to the best of our knowledge. We agree to comply with Centre LSD procurement policies, donor requirements, and ethical standards.

Name of Company: _____

Authorized Representative: _____

Designation: _____

Signature and Stamp: _____

Date: _____

PREQUALIFICATION OF SUPPLIERS DATA FORM

This form is to be completed by vendors, suppliers, contractors, and service providers seeking prequalification with Centre LSD for the supply of goods and services.

1. Name of Company/Firm:

2. Vendor Category Applied For: _____

3. Category Reference Number: _____

4. Business Address: _____

5. Telephone Number(s): _____

6. Mobile Number: _____

7. Official Email Address: _____

8. Website (if applicable): _____

9. Name of Contact Person: _____

10. Designation of Contact Person: _____

11. Year of Incorporation/Registration: _____

12. CAC Registration Number: _____

13. Tax Identification Number (TIN): _____

14. VAT Registration Number (if applicable): _____

15. Nature of Business/Services: _____

16. Names of Directors/Owners: _____

17. Bank Name: _____

18. Account Name: _____

19. Account Number: _____

20. Number of Years of Experience: _____

21. Key Areas of Expertise: _____

22. List of Major Clients/Organizations Served: _____

23. Physical Office Location: _____

24. Name and Contact of Referee: _____

REQUIRED ATTACHMENTS

Certificate of Incorporation/Business Registration

Company Profile

Tax Clearance Certificate

Evidence of Similar Jobs Executed

Bank Reference Letter

Professional Certifications (where applicable)

Valid Means of Identification

SWORN STATEMENT / VENDOR DECLARATION

I/We hereby certify that the information provided in this application is true, complete, and accurate to the best of my/our knowledge.

I/We confirm that:

- The organization is legally registered and authorized to conduct business.
- All submitted documents are valid and authentic.
- We agree to comply with Centre LSD procurement policies, ethical standards, and donor requirements.
- We understand that any false declaration or misrepresentation may result in disqualification or termination from the vendor database.
- We agree to provide quality goods and services within agreed timelines and specifications.

Name of Company: _____

Authorized Representative: _____

Designation: _____

Signature and Official Stamp: _____

Date: _____