



# CARITAS Nigeria (CCFN)

Request for Tender for the Supply of Smart Mobile Devices, Computers and accessories.

## 1. Background

Caritas Nigeria is an Agency of the Catholic Bishop Conference of Nigeria (CBCN) established in September, 2010 as the Specialized National relief and human development agency that coordinates development interventions for the Catholic Church in Nigeria.

Caritas Nigeria wishes to request for tenders from interested, competent and reputable Contractors; preferably major distributors of the items stated in our website.

website in the link: <https://caritasnigeria.org/about-us>

## 2. Qualification Requirement

Interested Companies are expected to possess the following basic requirement: -

- 1) Evidence of providing similar works,
- 2) Evidence of Company's Registration with Corporate Affairs Commission (CAC).
- 3) Company's Current Tax Clearance Certificate for the Last 3 Years
- 4) Evidence of VAT Registration and Past Remittances.
- 5) Company's Profile reflecting experience and works of Similar Nature and Value.

## 3. Collection of Tender Documents

Successfully pre-qualified contractors will be invited for a Vendors' Meeting with Caritas Nigeria procurement and technical staff to:

- present evidence of their past experience (relevant to this tender) for review,
- seek clarification regarding the specific product as advertised.

## 4. Submission of Tender Documents

Completed Tender Documents must be submitted in a sealed envelope clearly marked BID FOR CARITAS NIGERIA SMART MOBILE DEVICES, COMPUTERS AND ACCESSORIES and the Company Name at the top right hand corner. The envelopes will be addressed to: **The Procurement Department, Caritas Nigeria, Plot 459, Cadastral Zone B2, Durumi 1, Abuja**. All tenders must be delivered to the stated address not later than 10 am on Tuesday the 27<sup>th</sup> March, 2018.

**Signed**  
**Procurement Manager,**  
**Caritas Nigeria.**