



1.0 The Africa Network for Environment and economic Justice, ANEEJ, is a National NGO implementing the Monitoring of Recovered Assets through Transparency and Accountability (MANTRA) Project, being funded by the Department for International Development, DFID, as part of the Anti-corruption in Nigeria, ACORN Programme. ANEEJ is in the process of engaging Reputable Resource Centre Development Consultant that will help setup Its Library/Resource centre.

### **1.1 REQUIRED SERVICE.**

Interested vendor should be able to provide the following services

- Installation & configuration of Library management system
- Library Networking
- Training of personnel
- Installation and configuration of RFID
- Sorting and classification of resource
- Cataloguing
- Installation and configuration of system & application software
- Populating of Library management software with free e-book/subscription to open scholarly database

### **OTHER TERMS RELATED TO THE REQUIRED SERVICE:**

- Vendors are required to give the best quote for the various available options/plans on how they intend to carry out the service above.
- Detailed information regarding each options/plan should be provided.
- Successful vendor should be responsive and willing to offer prompt support during contract period (if required).

### **2.1 QUOTATION SHOULD INCLUDE THE FOLLOWING;**

- A breakdown of all the financial offer, indicating the unit cost, total cost as well as other applicable costs, schedule of premium where necessary.
- All offers should be in Nigerian Naira, valid for the contract period.
- The quotation must be enclosed in plain sealed envelope with the description of proposal indicated boldly on the envelope.
- Signed and stamped offers by authorized representative of vendor.

### **3.1 CONTRACT DURATION**

ANEEJ intend to engage the successful bidder(s) for a period of one month. Premium, other costs and rate indicate in bid must be valid and unchanged throughout the contract period.

### **4.1 ELIGIBILITY**

All applicants should provide the following;

- CAC documentation (certificate of incorporation, article, and memorandum of association) of the bidding company.
- Corporate tax identification number (TIN).
- Organization profile, licenses relating to the service being offered.
- Verifiable physical office address.
- Minimum of three (3) reputable references within the last three (3) years where similar activity was successfully provided.

### **5.1 PROPOSAL SUBMISSION**

ANEEJ will not accept any proposal submitted in any other way. Incomplete proposal will not be considered, and vendors who are currently providing these services to ANEEJ must re-apply with all of the documentation attached as mentioned above.

### **6.1 SUBMISSION PROCESS**

Completed offers including all the requirements and details specified, sealed in a plain envelope and clearly marked with the full Description should be send to the address below and be dropped into the tender Box situated at the reception on or before...March 17<sup>th</sup> 2020 (Office hours: Mondays-Fridays: 8:00am-4:00pm).

All vendors should ensure that they sign the bid register after dropping their bids. Soft copies should be sent to [procurement@aneej.org](mailto:procurement@aneej.org)

#### **Note**

Only qualified Vendor will be contacted

#### **Delivery Address:**

#### **The Procurement Committee**

Africa Network for Environment and Economic Justice

39 Oyaide Avenue off Benoni Street G.R.A Benin City, Edo State