



# SUPERTOUCHE KINDNESS FOUNDATION

**Introduction:** Supertouch Kindness Foundation (SKF) stands as a beacon of hope in Northeastern Nigeria, dedicated to "Empowering and Uplifting the Underprivileged." Our core values of Integrity, Innovation, Collaboration, Accountability, and Inclusion drive our mission to provide humanitarian and developmental services to those in need.

**Vision Statement:** SKF envisions an inclusive society characterized by Peace, Health, Education, and equal opportunities for all, regardless of abilities or disabilities.

**Mission Statement:** To advance well-being, peace, and development through advocacy, capacity building, and providing humanitarian aid, with a special focus on the rights and well-being of people with disabilities.

**Invitation to Submit:** Supertouch Kindness Foundation invites reputable vendors and consultants across Nigeria to register for the provision of goods and services. Interested parties are encouraged to submit Expression of Interest (EOI) following the guidelines provided in this document.

**Standard Conditions of Invitation:** General Conditions:

- SKF retains the right to accept or reject proposals that do not meet up to the selection criteria.
- Applicants bear all costs incurred in the creation of their EOIs.
- No legal obligations arise until formal documentation is signed.

**Conflict of Interest:**

- Applicants Should disclose any conflicts of interest at the time of submission.
- Failure to disclose may result in contract cancellation.

**The Process:**

1. Open Invitation for EOIs.
2. Two-week timeline for submission.
3. EOI submission deadline: 31<sup>st</sup> March 2024.
4. Notification of received applications.
5. Evaluation of applications.
6. Shortlisting of suitable applicants.
7. Notification of unsuccessful applicants.
8. Notification of successful shortlisted applicants.



**Application Categories:** Includes but not limited to:

- Hotel/Hospitality Services
- Logistics Services
- Media Services
- Facility Maintenance
- Catering Services
- Technology Services
- General Supplies
- Office Equipment
- Generator Sales and Maintenance
- Internet Service Providers
- Consultancy Services
- Printing and Production Service Providers
- Pharmaceutical Services

**Submission Requirements:** Interested vendors and consultants are encouraged to submit:

- Request for Information Form
- Company Profile
- Letter of expression of Interest
- Company Registration Documents
- Bank Reference Letter (if available)
- Tax Clearance Certificate
- Showcase of previous projects and clients

**Evaluation Criteria:**

- Complete Registration Documents
- Relevant Experience
- Quality of Services
- Competitive Pricing
- Availability
- Payment Terms
- Warranty Details

**Submission Instructions:** All EOIs should be emailed to [procurement@supertouchkindnessfoundation.org](mailto:procurement@supertouchkindnessfoundation.org) by the specified deadline, with the subject "**Expression of Interest - [Name of Application Category]**." Late submissions may not be considered. This application cut across the BAY states, Borno, Adamawa, and Yobe States. Vendors with Access to Hong, Michika and Mubi LGA of Adamawa States are strongly encouraged to apply. Kindly contact: **08147882035** for more information.

We appreciate your interest in working with Supertouch Kindness Foundation, and we eagerly await to review your submissions.