

SUPPLIER PREQUALIFICATION NOTICE 2026/2030

Shelter Afrique Development Bank seeks prequalification of experienced, reputable, and suitably qualified companies for the supply and delivery of goods and services as indicated below.

Requests for Proposals (RFP's) and Requests for Quotations (RFQ's) will be shared with bidders who have met the mandatory threshold criteria as the need arises from time to time.

S/N	Category Code	Category Name
1	EOI-SHAF-2026-001	Provision of Consultancy Services in Management and Organizational Development and Training and Capacity building
2	EOI-SHAF-2026-002	Provision of Property and Land Valuation Services
3	EOI-SHAF-2026-003	Design, Printing, Supply and Delivery of Branded Promotional Materials: T-shirts, Caps, Carrier Bags, Umbrella, Brochures, Banners, flyers etc.
4	EOI-SHAF-2026-004	Provision of Customs Clearing Services
5	EOI-SHAF-2026-005	Provision of Newspaper Adverts and Publications
6	EOI-SHAF-2026-006	Provision of Window Blinds, Curtains, and Carpets
7	EOI-SHAF-2026-007	Provision of Auctioneer Services.
8	EOI-SHAF-2026-008	Provision of Office Refurbishment and Furnishings
9	EOI-SHAF-2026-009	Provision of IT Equipment Maintenance
10	EOI-SHAF-2026-010	Supply of Dispenser Drinking Water and Disposable Cups
11	EOI-SHAF-2026-011	Supply of Stationery and assorted office supplies
12	EOI-SHAF-2026-012	Supply of IT, Printers and ICT equipment and consumable (Supplier must have dealership agreement)
13	EOI-SHAF-2026-013	Provision of Catering Services for Office and Corporate Meetings
14	EOI-SHAF-2026-014	Provision of Gardening Services
15	EOI-SHAF-2026-015	Provision of Office Cleaning Services
16	EOI-SHAF-2026-016	Provision of Small Works and Office Repairs including Office Partitioning, Paint Works, Installations of Minor Equipment, Plant and Machinery, etc. (Must be Registered with National Construction Authority)
17	EOI-SHAF-2026-017	Provision of Local Courier Services
18	EOI-SHAF-2026-018	Provision of Air Conditioning Services (AC Supply and Maintenance)
19	EOI-SHAF-2026-019	Provision of Software Development Services (Website, SharePoint, Microsoft Dynamics)
20	EOI-SHAF-2026-020	Provision of Travel and Air Ticketing Agency Services (IATA Registered Firms Only)
21	EOI-SHAF-2026-021	Supply and Delivery of Audio Equipment, Public Address System and Related Equipment such as Microphones, Recorders, Control Units etc.
22	EOI-SHAF-2026-022	Provision of Security Access Control Systems (Biometric, CCTVs, Scanners)
23	EOI-SHAF-2026-023	Supply, repair, cleaning and maintenance of assorted Office Furniture, Fittings
24	EOI-SHAF-2026-024	Provision of Occupational Safety and Health Advisory Services (I.E. Audits, Assessment and Trainings)
25	EOI-SHAF-2026-025	Supply and Delivery of Office Furniture
26	EOI-SHAF-2026-026	Provision of Events Management, interior decorations and furnishing services (Hire of Tents and Chairs, Drappings and Decorations)
27	EOI-SHAF-2026-027	Provision of lift and escalator maintenance services
28	EOI-SHAF-2026-028	Provision of Interior design and fit out services
29	EOI-SHAF-2026-029	Provision of Actuarial Services

Mandatory Documentation Information

Firms are required to attach the following documents to their application:

- Detailed Company Profile with registered address, functional email, telephone numbers and point of contact for the organization, organogram, and CVs of staff.
- Certificate of business registration
- Tax Clearance Certificate (Must be Valid)
- Valid Operation and/or Trading License
- Articles and Memorandum of Association (it is mandatory that you submit the entire documentation)
- Official Business physical, postal, telephone and email addresses
- Proof of substantial contracts/orders completed in the last 18 months for the specific category being bided for.
- Verifiable evidence of similar jobs successfully executed in the past (Including copies of job orders, signed delivery notes, invoices and goods receipt note for the receiving organization)
- Reference and recommendations from at least five past clients with whom your firm has done business for the category being bided for.

Address for Submission of applications

All submissions should be addressed to: Procurement Evaluation Committee, Shelter Afrique Development Bank via email to procurement@shelterafrique.org

Note:

Physical bid documents shall not be admissible. All bids shall be submitted electronically through the email address.

Shelter Afrique Development Bank will endeavor to respond to all submissions with the successful bidders being given priority.

Deadline:

Any requests for clarifications should be made in writing only and addressed to the Procurement team at the following address: procurement@shelterafrique.org Submission of documentation MUST be received before or not later **than 30th April 2026, 1700hrs EAT.**