

# **International Institute of Tropical Agriculture**

## **REQUEST FOR EXPRESSION OF INTEREST**

### **“SUPPLY OF HOSPITALITY & CATERING GOODS & SERVICES.”**

**Sector: Research**

**Expression of Interest:** Supply of Hospitality & Catering Goods & Services.

**Reference ID:** IITA/EI04/10\_22

This request for expression of interest follows the general procurement procedures for the need to supply Hospitality and Travel services unit of the Institute with Goods & Services.

The International Institute of Tropical Agriculture (IITA) (hereunder referred to as The Institute) is an Africa-based international “not-for-profit” research-for-development (R4D) organization, established in 1967, and governed by a Board of Trustees. IITA’s vision is to be one of Africa’s leading research partners in finding solutions to hunger and poverty and is dedicated to the development of agricultural solutions and technologies that reduce producer and consumer risk, increase food production, and generate wealth. IITA is a member of CGIAR, a global research partnership for a food secure future. ([www.cgiar.org](http://www.cgiar.org)).

Hospitality and Travel services unit of IITA provides Hospitality, Catering and Travel Services in support of IITA vision. It aims to offer pleasant and comfortable accommodation (at Ibadan, Lagos and Abuja respectively) for IITA staff and development partners.

IITA wishes to invite interested persons, small, medium and corporate enterprises that can create and deliver value to the Unit and are regulatory compliant, technically and financially competent to be prequalified as a registered supplier/service provider for the supplies/provisions of goods and services listed below:

1. Travels and Tours
2. Fresh fruit and vegetables
3. Supply of raw meat/dressed chicken/eggs
4. Assorted Food items
5. Wine and Liquor
6. Pizza boxes and take away boxes
7. Fumigation services
8. Events Management and equipment hire
9. Kitchen Equipment
10. Safety wear
11. Soft Beverages
12. Beer
13. Catering services
14. Catering equipment hire
15. Cleaning Services

#### **TERMS AND CONDITIONS FOR PRE-QUALIFICATION**

Firms with interest to participate in the exercise are requested to provide information indicating that they are qualified to perform the services. These are necessary for consultants to enhance their qualifications.

#### **MANDATORY REQUIREMENTS**

- a) Brochures, comprehensive firm’s profile showing availability of appropriate skills among staff. The brochure / profile should include appropriate contact details, e.g. firm’s name, postal and physical addresses, phone number, fax numbers and email addresses.
- b) Verifiable evidence of experience and reputation in the provision of relevant services.
- c) Certificate showing registration/incorporation with the Corporate Affairs Commission.
- d) Letter of confirmation from the firm’s Bank on credit worthiness.
- e) Audited Financial statement for years 2019, 2020 and 2021
- f) VAT Registration certificate where applicable.

- g) Valid Income Tax Clearance certificate for years 2019, 2020 and 2021.
- h) Letter from minimum of three (3) Reputable Organizations as Referees.
- i) Vendors to indicate their preferred maximum credit limit to the Institute in a formal writing

Shortlisted firms/consultants will be selected on satisfying the above requirements and in accordance with the provisions as set out in the relevant procurement regulations.

Deadline for submission of Expression of Interest: 15th December 2022

Expressions of interest must be delivered in a sealed envelope and marked '**Supply of Hospitality & Catering Goods & Services;**  
Addressed to:

**Head, Supply Chain,**  
**International Institute of Tropical Agriculture (IITA),**  
**Idi-Ose, Oyo Road,**  
**P.M.B. 5320 Ibadan, Oyo State. [www.iita.org](http://www.iita.org)**

This Request for Expression of Interest (REOI) does not constitute a solicitation, therefore International House reserves the right to change or cancel the requirements at any time during REOI and/or solicitation process. Your response to this REOI does not automatically guarantee that such a firm will be considered for receipt of the solicitation when issued. Only vendors deemed qualified upon completion of an objective evaluation of their submission of REOI, will receive acknowledgement of being included in supplier base of the Institute.

**Note: All current Suppliers are required to be pre-qualified afresh.**