



## About Us

Society for Women Development and Empowerment of Nigeria (SWODEN) is a non-discriminatory, not-for-profit, and non-governmental organisation founded in 1995 and registered with the Corporate Affairs Commission in 2005 with the aim of improving the status of women, children and young people at the grassroots level. SWODEN's Head office is located in Kano State and branch offices in Bauchi, Edo, FCT, Gombe, Jigawa, Kaduna, Katsina, Nasarawa and has program officers in Kebbi, Sokoto, Yobe and Zamfara states with over 2,360 registered members.

SWODEN works with other organizations and government ministries departments and agencies to implement its various programs across the states and regions it operates.

**Title:** Request for Tender for the Provision of Goods & Services

**Locations:** Nationwide

**Goods / Services / Work Category**

<b>Ref. No</b>	<b>Description of Goods / Services / Work</b>	<b>Locations</b>
SWD/VEN/01	Supplies of computer hardware, software, accessories and supplies.	Nationwide
SWD/VEN/02	Supplies of Office furniture and fittings.	Nationwide
SWD/VEN/03	Supplies of office stationery and consumables.	Nationwide
SWD/VEN/04	Supplies of electronic gadgets and appliances	Nationwide
SWD/VEN/05	Printing and branding services	Nationwide
SWD/VEN/06	Flight ticketing services	Nationwide
SWD/VEN/07	Car hire services	Nationwide
SWD/VEN/08	Courier services	Nationwide
SWD/VEN/09	Catering services	Nationwide
SWD/VEN/10	Private Security Services	Kano

## **Eligibility and Selection Criteria**

The minimum eligibility requirements and selection criteria are as follows:

- Cover Page (indicating category(s) of interest and related EOI Number(s))
- Evidence of legal registration document of the company (CAC registration certificate)
- Tax Clearance Certificate and/or TIN Certificate.
- Evidence of possession of experience in the line of business you are applying for. (Where Applicable)
- Prospecting Suppliers must provide at least two (2) copies of completed Job Orders/Reference Letters/ Proof of Deliveries (Delivery Notes or Job Completion Notification) in areas of business endeavour from at least two (2) reputable organisations, preferably NGOs or other reputable organisations attesting to active or past business relationship and level of performance.
- Any other relevant supporting document that could aid your EOI.

## **Mode of Application**

Applications should be submitted by mail via ([swoden.recruitment2018@gmail.com](mailto:swoden.recruitment2018@gmail.com)) or in person at the organization's Head Office; No. 24 Sani Idi Danfulani Street, Badawa New Layout, Nassarawa GRA, Kano - Nigeria.

## **Application Closing Date**

25th October, 2024