

Request for Expression of Interest
EOI# 2026-003
For Pre-Qualification of Vendors, Suppliers &
Service Providers



Abuja, Nigeria

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Contents

1. Invitation	1
2. Pre-qualification Schedule.....	1
3. PATH Statement of Business	1
4. Instructions for Responding.....	2
5. Fact-finding Questions.....	2
6. Qualifications, Evaluation Criteria, and Selection.....	3
6.3 Evaluation methodology	4
7. Prequalification Requirements.....	4
8. Terms and Conditions	5
Annex A. ITEM CODE (CATEGORY – GOODS/SERVICES).....	7
Annex B. (COMPANY’S DETAILS).....	8

Expression of Interest Reference number: EOI# 2026-003

For: Pre-Qualification of Vendors, Suppliers and Service Providers:

1. Invitation

PATH Nigeria intends to establish a robust, competitive and diverse supplier pool capable of supporting her country programme and donor-funded operations across Nigeria for various goods, works and services for the year 2026-2028.

Interested, eligible vendors, suppliers and service providers are invited to apply for pre-qualification, indicating the category of goods, works or services they wish to supply.

Suppliers may apply for up to five (5) subcategories only.

The category of goods and services are mentioned in Annex A

Prequalification does not constitute a contract, guarantee of business, exclusivity, or entitlement to participate in every future procurement. PATH may conduct separate competitive processes, invite suppliers outside the prequalified pool, or undertake additional due diligence where required by PATH policy, donor conditions, market circumstances or the nature, value or risk of a requirement.

2. Pre-qualification Schedule.

Activity	Date and time
EOI released	28 th September 2026.
Deadline for fact findings questions	14 th October 2026.
PATH response to consolidated clarifications	16 th October 2026; 17:00 WAT
Application submission deadline	28 th October 2026.
Indicative outcome communication	28 th November 2026.

Note: PATH may amend the timetable. Material changes will be communicated through the same channel used for the solicitation and/or to applicants that have confirmed interest..

3. PATH Statement of Business

PATH is a global nonprofit dedicated to achieving health equity. With more than 40 years of experience forging multisector partnerships, and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world's most pressing health challenges. Learn more at www.path.org.

4. Instructions for Responding.

PATH contacts: All communications regarding this solicitation shall be directed to the contacts below. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the prequalification. All documents required as part of the prequalification must be submitted to the contacts listed by the deadline for submission:

Addressed to: Global Procurement Officer at nigeriaprocurement@path.org

4.1 Instructions for Submitting the Prequalification:

- The Bidder should submit the prequalification in English.
- The **pre-qualification submission** must consist of the Company's profile in detail (example-nature of work, work experience, client list etc.) and all documents listed in this invitation (section 6). Please also, refer the Annex B.
- The subject line of all emails regarding the pre-qualification should read:

EOI# 2026-003 (ITEM CODE) Your Company Name.

- **The Item Code is mentioned in Annex A, which has the list of Categories and subcategories of goods and services.**

- 4.3 **Prequalification submission content:** Bidders are advised to provide only what is required as captured in Annex B: The prequalification must be clear, concise, unambiguous, and directly address the requirements stated.
- 4.4 **Selection of prequalification list:** PATH reserves the right to select a pre-qualified list from the submission received.

5. Fact-finding Questions

- 5.1 Fact-finding questions should be sent to the contacts listed in **Section 4** by the date in the EOI schedule (Section 2). Fact-finding questions received after this deadline cannot be accommodated.
- 5.2 It is advisable that any fact-finding questions refer to a specific section of the EOI; and to the extent possible, be aggregated rather than sent individually.
- 5.3 In line with transparency principles, all fact-finding questions and all of PATH's responses to these questions will be shared with all those who confirmed their intent to bid. Questions will be anonymized and answered if PATH reasonably determines that such fact-finding questions do not disadvantage any potential supplier and are not commercially in confidence. If such are commercially in confidence, they shall be handled in line with PATH's policy on information and data.
- 5.4 PATH may request from a bidder additional information at any time ahead of award, and the bidder will be expected to provide the requested information within the time frame given. Failure by a bidder to provide supplementary information to PATH in a timely manner may lead to the prequalification being rejected in full or disqualification from the procurement process.

6. Qualifications, Evaluation Criteria, and Selection

6.1 **Vendor locations:** Vendors providing services in these locations will be considered mostly for the applications.

- Abuja (FCT)
- Adamawa
- Akwa Ibom
- Bauchi
- Bayelsa
- Benue
- Cross River
- Ebonyi
- Kebbi
- Kwara
- Lagos
- Nasarawa
- Oyo
- Plateau
- Rivers
- Sokoto

6.2 **Vendor/Supplier qualifications:** In relation to the scope, please provide information on your overall qualifications, including:

- Profile of relevant corporate qualifications.
- Legal documents such as CAC certificates, TIN certification, trading license, etc.
- Profile of relevant experience and examples of related work.
- Number of years in business.
- Annual revenue. (it would be recommended to confirm but not a mandatory requirement)
- If your company has more than one location, please indicate these qualifications for the site that is responding.
- Any other qualifications required by specific procurement.
- Minimum of 3 references of delivered goods, services, or works for the category submitted for in the last 36 months.
- Indication whether they are a small business or minority, or women owned enterprise in line with Laws of NIGERIA provisions.
- Indicate your payment terms, PATH prefers full payment after delivery.
- Delivery time after a Purchase Order is issued.
- Indicate your Warranty and Return Policy.

6.3 Evaluation methodology

Applications will normally be evaluated in two stages. Stage 1 is a pass/fail eligibility review. Applicants that pass Stage 1 will proceed to Stage 2 technical/capability assessment. PATH may request clarification or verification but is not obliged to cure a material omission.

Stage 2 criterion	Indicative weight
Relevant experience and track record	25%
Technical and operational capacity	20%
Geographic coverage and delivery capability	15%
Financial capacity / business continuity	10%
Quality assurance, HSE and risk controls	10%
References / past performance	10%
Responsible and inclusive procurement	5%
Environmental / sustainability practices	5%
Total	100%

The indicative qualifying threshold is [70%], subject to approval and category-specific adjustment. PATH may use different weights or additional pass/fail criteria for specialist categories. Prequalification decisions will be made on the approved evaluation record and do not constitute a future award decision.

7. Prequalification Requirements

- 7.1 The prequalification authority shall be PATH or any one of its affiliates either directly or on behalf of operations countries or programs.
- 7.2 The commercial prequalification terms and conditions will be negotiated with the successful supplier for specific opportunities during the prequalification period.
- 7.3 By submitting a prequalification, the supplier confirms that they will abide by the EOI terms and PATH policies, especially our Code of Ethics (<https://www.path.org/about/code-ethics/>), and general good practices regarding inclusivity, diversity, fair trading, health and safety, records management, anti-fraud and corruption, and environmental policy, among others.
- 7.4 The duration of the pre-qualification is 2 years before a refresh, with a performance review to be conducted after 12 months.
- 7.5 Pre-qualification of vendors/suppliers will only include them in PATH's vendor database, pre-qualification does not guarantee an award. Based on the requirement and nature of the work, PATH will request quotation from the pre-qualified vendors/suppliers.
- 7.6 Failure to submit a quote 2 subsequent time without written explanation will result in automatic discontinuation from the prequalified list by PATH.

8. Terms and Conditions

Note: Most of these will apply to specific opportunities for which a prequalified vendor/supplier will be invited to submit specific quotation or proposal.

- 8.1 Notice of nonbinding solicitation: PATH reserves the right to reject any and or all bids received in response to this prequalification announcement and is in no way bound to accept any prequalification.
- 8.2 Confidentiality: Suppliers shall treat all information provided by PATH as part of this solicitation as confidential. If any information is inappropriately released, PATH may seek appropriate remedies as allowed under applicable law.
- 8.3 **Conflict of interest disclosure:** Suppliers bidding on PATH business (also referenced herein as “bidders”) must disclose, to the procurement contact listed in the EOI, any actual or potential conflicts of interest. Conflicts of interest could be present if there is a personal relationship with a PATH staff member that constitutes a significant financial interest, a board membership, other employment, or ownership or rights in intellectual property that may conflict with the supplier’s obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. When necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest.
- 8.4 **Acceptance:** Bidder’s submission of a prequalification means the bidder accepts all terms and conditions set forth in the EOI. PATH’s acceptance of a prequalification does not mean acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the EOI list as well as the option of accepting partial components of a prequalification if appropriate.
- 8.4 **Right to final negotiations:** PATH reserves the option to negotiate on the final costs and final scope of work and reserves the option to limit or include third parties in such negotiations at PATH’s sole and full discretion.
- 8.5 **Third-party limitations:** PATH does not represent, warrant, or act as an agent for any third party because of this solicitation. This solicitation does not authorize any third party to bind or commit PATH in any way without our express written consent.
- 8.6 **Limitation of liability:** The terms and conditions set forth in this EOI do not exclude or limit the liability of PATH or the supplier in relation to fraud or in other circumstances giving rise to liability under any applicable law.
- 8.7 **Tender costs and liability:** Bidders are responsible for obtaining all information necessary for preparation of their prequalification and for all costs and expenses incurred in preparation of the prequalification. Subject to the “Limitation of liability” section in this EOI (section 4.8), the bidder accepts by their participation in response to this EOI, including without limitation the submission of the prequalification, that it will not be entitled to claim from PATH any costs, expenses, or liabilities that it may incur in tendering a response to this EOI, irrespective of whether their prequalification is successful.
- 8.8 **PATH’s variation or termination rights:** PATH reserves the right to vary or terminate this EOI process with written notice to all suppliers from which it has received prequalification. It is intended that this solicitation process will take place in accordance with the provisions of this EOI,

but PATH reserves the right to terminate, amend, or vary (to include, without limitation, in relation to any time scales or deadlines) the solicitation process by notice to all suppliers from which it has received prequalification. Subject to section 4.8, "Limitation of liability," PATH will have no liability for any losses, costs, or expenses caused by its termination, amendment, or variation to this EOI.

8.9 Joint venture or consortium or subcontractors: Any lead supplier that submits a prequalification in response to this EOI takes responsibility and accountability for enforcing the EOI requirements set forth herein among the members of the joint venture or consortium, and each of their advisers, subcontractors, and staff.

8.10 Payment and invoicing: PATH will pay correctly addressed and undisputed invoices within 30 days. Suppliers shall ensure comparable payment provisions apply to payments to their downstream parties. Advance payment is not preferred. If an advance payment is envisaged and is other than industry or country known practice, such must be made clear in the financial prequalification to PATH.

Annex A. ITEM CODE (CATEGORY – GOODS/SERVICES)

Main Category	Subcategories Item Codes
A. Corporate & Office Operations	A01 Office stationery and consumables; A02 Pantry and drinking water; A03 Office furniture; A04 Electrical appliances; A05 Cleaning/janitorial; A06 Pest control/fumigation; A07 Facility maintenance (HVAC, plumbing, electrical); A08 Generator maintenance; A09 Solar/inverter/UPS systems; A10 Waste management.
B. ICT, Digital & Data	B01 Computers/peripherals; B02 Printers/copiers and maintenance; B03 Networking; B04 ISP/connectivity; B05 Software/licensing; B06 Cloud/data hosting; B07 Cybersecurity; B08 IT support/maintenance; B09 Mobile devices/tablets; B10 Digital-health systems development/integration; B11 Data collection platforms; B12 GIS/data analytics.
C. Travel, Fleet & Logistics	C01 Travel management/air ticketing; C02 Hotels/conferencing; C03 Vehicle rental/car hire services; C04 Vehicle maintenance; C05 Tyres/batteries/spares; C06 Fuel; C07 Vehicle tracking; C08 Courier; C09 Freight forwarding/customs clearing; C10 Warehousing; C11 Haulage/last-mile distribution.
D. Health & Programme Commodities	D01 Medical equipment; D02 Diagnostic/laboratory equipment; D03 Laboratory consumables; D04 Diagnostic products/RDTs where applicable; D05 PPE; D06 Cold-chain equipment; D07 Temperature monitoring; D08 Health-facility equipment; D09 Community health-worker kits; D10 Pharmaceutical/health commodities where legally and programmatically applicable.
E. Communications & Knowledge Management	E01 Printing; E02 Branding/promotional materials; E03 Graphic design; E04 Photography/videography; E05 Translation/interpretation; E06 Transcription; E07 Media monitoring; E08 Media placement/public notices; E09 Digital communications/content; E10 Website services.
F. Events & Field Implementation	F01 Event management; F02 Catering; F03 PA/AV/streaming; F04 Tents/decor/fabrication; F05 Training venues; F06 Field logistics; F07 Enumerators/data collectors through approved engagement models; F08 Community mobilisation support.
G. Professional & Technical Services	G01 Research/evaluation; G02 M&E/data analytics; G03 Health systems strengthening; G04 Digital health; G05 Health economics/market access; G06 Epidemiology/public health; G07 Training/facilitation; G08 Organisational development; G09 Legal; G10 Audit/accounting; G11 HR/recruitment; G12 Security/risk; G13 Occupational health; G14 Policy/advocacy; G15 Gender/equity/inclusion; G15 Tax Consultancy Services.
H. Infrastructure & Facilities	H01 Civil works/renovations; H02 Electrical works; H03 Plumbing; H04 Solar installations; H05 Water systems/boreholes where relevant; H06 Health-facility installations; H07 Engineering/quantity surveying consultancy.
I. Financial, Insurance & Employee Services	I01 Insurance brokerage; I02 Insurance underwriting; I03 Health insurance/HMO; I04 Asset/motor insurance; I05 Approved payment/financial services where required and legally permissible.

Annex B. (COMPANY'S DETAILS)

Attach all these documents in your response.

Applicants should submit the documents below. PATH will apply each requirement according to the applicant's legal form, category and applicable law.

Requirement	Applicability	Status		Remark
		Yes	No	
Company profile containing legal name, trading name (if different), operating address, primary contact/title, telephone number, email address, geographic capacity.	All applicants			
CAC registration/incorporation evidence and current Status Report or equivalent corporate information.	All Nigerian corporate/business applicants, as applicable			
Beneficial ownership / Persons with Significant Control information sufficient for PATH verification (Forms C02 & C07 OR Status Report indicating the Directors & Shareholders)	Where applicable			
Valid Tax Identification Number and evidence of current tax compliance/status appropriate to the applicant.	As applicable			
Evidence of VAT Registration/Tax Registration	As Applicable			
Current statutory/employment compliance evidence required by Nigerian law for the applicant's size/form (for example pension, employees' compensation/NSITF, ITF or successor requirements).	Where legally applicable			
Current sector licenses, permits, regulator approvals or professional registrations.	Category-specific			
At least three relevant client references or evidence of comparable assignments delivered within the last 36 months (POs, Delivery Note, Job Completion Certificate).	Normally required; Procurement may set proportional alternatives for new/SME markets			
Financial-capacity evidence appropriate to risk tier (turnover declaration, management/audited accounts, bank reference or other approved evidence).	Risk/category-specific			
Insurance certificates appropriate to the service (e.g., motor, professional indemnity, public liability, employer liability or other cover).	Category-specific			
Indicate Item Code (Category – Goods/Services) – as per Annex A				