



ANNOUNCEMENT

PREQUALIFICATION OF SUPPLIERS FOR THE PERIOD 2024 – 2029

1. ORGANISATION PROFILE.

Open Space Centre Limited is an organization that believes in nurturing and expanding opportunities for young people to enhance their potential. Founded in 2009, we are a non-partisan, not-for-profit youth agency focusing on broadening space and opportunities for young people to unlock their full potential through debate and leadership skills enhancement.

Open Space Centre intends to prequalify suppliers for various goods and services for the next 5 years (2024 – 2029) as listed in the categories below.

2. GOODS CATEGORY.

Code	Item Description
SUP/OSC/001	Office Furniture and Supplies.
SUP/OSC/002	Computers, Photocopies, and related accessories.
SUP/OSC/003	Furniture and Fittings

3. SERVICES CATEGORY.

SVCS/OSC/001	Printing services.
SVCS/OSC/002	Digital content and Design services.
SVCS/OSC/003	Hotel and Conference Services.
SVCS/OSC/004	Car hire Services
SVCS/OSC/005	Consultancy Services (Baseline, midterm, Assessments, End line Evaluations, Research, Training)
SVCS/OSC/006	Air ticketing, tours and travel
SVCS/OSC/007	Accountancy, tax and audit services.
SVCS/OSC/008	Advertising, Print, and digital media services
SVCS/OSC/009	Photography and filming services.
SVCS/OSC/010	Fuel Services
SVCS/OSC/011	Provision of asset tagging and software management services.
SVCS/OSC/012	Provision of IT/Computer Equipment servicing, Repair and maintenance.
SVCS/OSC/013	Supply and Installation of Computer Software.

4. Eligibility criteria.

Prequalification Documents must include copies of the following;

- Expression of interest to supply specific goods and services.
- Memorandum and Articles of Association.
- Certificate of incorporation and registration.
- Valid trading license.
- Tax clearance certificates/VAT registration certificates.
- Evidence of past performance (Contracts, Invoices, LPOs, certificate of completion etc.)
- Proof of recent financial capability (audited books, bank statements) for the past 2-3years.
- Bank details in the Company name.
- Two letters of recommendation (past clients, business partners, government/public entities, industry experts or consultants).

Submission purposes only:

Pre-qualification documents shall only be sent to **procurement@openspaceyouth.org** with subject matter "Bid for Pre-Qualification – code (Indicate code for relevant category applied for).

Size of the Document should not exceed 5mb.

Detailed bid requirements are available on Open Space Youth website (**openspaceyouth.org**) on the opportunity page.

Documents must be received not later than 11th October 2024, at 5:00 PM EAT.

Note. Any application received after the deadline will not be accepted.