

# EXPRESSION OF INTEREST

## SUPPLY OF OFFICE EQUIPMENTS FOR SETTING UP AUTOMATED COMPLAINT REPORTING DATABASE FOR POLICE OVERSIGHT AGENCIES

CLEEN Foundation (formerly known as Centre for Law Enforcement Education) is a non-governmental organization established in January 1998 with the mission of promoting public safety, security and accessible justice through the strategies of empirical research, legislative advocacy, demonstration programmes and publications, in partnership with government, civil society, private sector and Open Society Foundations, the world's largest private funder of independent groups working for justice, democratic governance, and human rights in Nigeria.

Applications are invited from suitably qualified person as a vendor for the Supply of Office Equipment for Setting up Automated Complaint Reporting Database for Police Oversight Agencies

### Background

The CLEEN Foundation project with support from the Open Society Foundations (OSF) is aimed at improving security sector accountability and human rights compliance in countering violent extremism in Nigeria through the review of government Counter Terrorism laws and strategies. This is with a view to promote respect for the rights of Nigerians by security agencies engaging in counter terrorism operations in different parts of Nigeria.

Nigeria's Terrorism (Prevention) Act gives the Office of the National Security Adviser ("ONSA") the responsibility of coordinating counterterrorism efforts among the security and law enforcement agencies, including the Nigerian Police Force (NPF), the Nigeria Security and Civil Defense Corps (NSCDC), the Ministry of Justice, and the Attorney General of the Federation (AGF). The AGF is tasked with ensuring that Nigeria's counterterrorism laws and policies are in accordance with international counterterrorism legal instruments.

### Project Objective

The Project seeks to Improve Security Sector Accountability and Human Rights Compliance in Countering Violent Extremism in Nigeria.

In view of the above, applications are invited from suitably qualified firms to bid for the supply of six (6) pieces of original laptops. Laptop Specification: Hp Notebook 15-Intel Core I3 15.6 Inches-2.7GHz-Webcam, 4GB RAM, 500GB HDD, WINDOWS 10+32GB FLASH DRIVE+ MOUSE+ ANTI-VIRUS

The Vendor must possess the following: Knowledge- Applicant must be extremely knowledgeable about computers in general. Applicant should have expert knowledge of computer hardware, software, circuit boards, chips, processors and electronic equipment.

### Roles/Responsibilities

Purchase the set of laptops with the right quantity, specifications, and warranty

Deliver the laptops to the CLEEN Foundation Abuja office.

- Work with the I.T Specialist in CLEEN Foundation to ensure that the Laptops are in good condition.

### Requirements for Vendors

The Applicant must possess the following:

- Evidence of Cooperate Registration (CAC Certificate)
- Company Profile
- Contact of three other clients that you have supplied office equipments

### Roles/Responsibilities

- Meet with CLEEN Foundation Procurement and Project Lead to discuss and agree on the modus-operadi for this engagement;
- Present all the required documents to CLEEN Foundation Procurement Unit;
- Provide clarification where necessary;
- Supply the equipments as agreed with CLEEN Foundation Procurement, IT Officer and Project Lead;
- Mount the equipment for the six police oversight agencies.

**Application Closing Date:** Thursday, 21st November, 2019

How to Apply: Interested and qualified vendors should submit their proposals, detailing relevant experience described above to [procurement@cleen.org](mailto:procurement@cleen.org) which must include the following: Statutory documents  
Submission of applications should be both soft copy and hard copy addressed to:

**Procurement Unit, CLEEN Foundation, 26 Bamenda street of Abidjan Street, Wuse Zone 3 , Abuja.**  
Selection Criteria All applications received will be reviewed by a Panel with a final selection based on principles of objectivity, impartiality, and neutrality. CLEEN reserves the right to accept or reject any quotation, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for CLEEN's action.

# NO PHONE CALLS PLEASE