



CALL FOR EXPRESSION OF INTEREST

CHANGING OF CLEEN FOUNDATION ABUJA OFFICE WINDOW BLIND

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, and private sector.

BROAD OBJECTIVE

To completely change the window blind of CLEEN Foundation Abuja office located at No 26 Bamenda Street off Abidjan Street Wuse zone 3 Abuja, Nigeria.

BACKGROUND

In line with our desire to beautify our office environment and create a conducive working environment for higher productivity, CLEEN Foundation is calling on suitable professional interior decorators to submit their proposals to the Expression of Interest put out by CLEEN Foundation to undertake the complete changing of all the window blinds at the location mentioned above. The Building is a one storey bungalow with five office spaces which has eighteen (18) windows within the office spaces and six (6) small windows within the rest rooms, kitchen and store. CLEEN Foundation expect that the materials that will be used will be of high quality as well as cost effective. On the day of interview, applicants are expected to come with samples of the blind in at least three (3) different colours for sighting and for further deliberation on which one to settle for. Also, CLEEN Foundation will grant you access to it office building to enable you take stock of what is required if need be.

In view of the above, applications are invited from suitably qualified professionals to:

- Carry out the complete changing of the window blind at No 26 Bamenda Street off Abidjan Street Wuse Zone 3, Abuja, Nigeria.

Material Specification: High quality blind materials.

REQUIREMENTS:

- Applicant must have a registered company with the Cooperate Affairs Commission.
 - Applicant must provide picture evidence of his/her previous recently completed jobs (at least three).
 - Applicants must submit a Financial Proposal quantifying costs in executing the Job
 - Applicant must come to the interview with at least three (3) sample of window blind for sightseeing.

KNOWLEDGE

Applicant must be extremely knowledgeable about interior decoration and window blinding in general. Applicant should have expert knowledge of colour mixtures so as to recommend which colour will best suite CLEEN Foundation office building.

ROLES/RESPONSIBILITIES:

- Change all the window blind within CLEEN Foundation Building.
 - While working ensure there are no damages of CLEEN Foundation Office equipment. In any case of damages he/she will require to replace it before the end of the contract.
 - Work with the Admin officer to ensure that movable items are returned to their original location.

APPLICATION TIME FRAME:

CLEEN Foundation will start receiving application for expression of interest on 2nd January 2021 and closes on 11th of January 2021.

HOW TO APPLY:

Interested and qualified individuals should submit their proposals, detailing relevant experience and skills described above to procurement@cleen.org which must include the following:

- A Cover Letter detailing requirements, skills and experience as described above. Information on past related work is desirable.
- CVs with relevant experience (maximum of 3 pages) including two referees conversant with their work.
- Financial proposal quantifying costs in executing the Job
- Submission of applications should be both soft copy and hard copy address to:

Procurement Unit, CLEEN Foundation, No 26 Bamenda street of Abidjan Street, Wuse Zone 3. Abuja.

NO PHONE CALLS PLEASE