WEST AFRICA NETWORK FOR PEACEBUILDING (WANEP-NIGERIA)

TERMS OF REFERENCE (ToR)
Call for bid – Procurement of Office Property in Abuja for WANEP–Nigeria

Deadline for Submission: 28 November 2025

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1. Background

The West Africa Network for Peacebuilding (WANEP–Nigeria) is a peacebuilding organization established to promote collaborative approaches to conflict prevention and sustainable peace in Nigeria. In line with its operational expansion and long-term sustainability plan, WANEP–Nigeria intends to purchase a suitable property to serve as its national office in Abuja, Nigeria. The acquisition will enhance organizational efficiency, strengthen administrative coordination, and reduce recurrent rental costs.

This procurement will be conducted according to the provisions of the WANEP–Nigeria Procurement Manual, which upholds transparency, accountability, value for money, and compliance with donor and national regulatory frameworks.

2. Purpose of the Assignment

The purpose of this procurement is to identify, evaluate, and acquire a suitable office property that meets WANEP–Nigeria's functional, technical, and legal requirements through a competitive bidding process that ensures value for money and compliance with WANEP's procurement standards.

3. Objectives

a) To engage qualified vendors or property owners to submit proposals for the sale of office property.

b) To assess and select the most suitable property based on defined evaluation criteria.

c) To ensure the procurement process is transparent, competitive, and aligned with WANEP–Nigeria's procurement policy.

d) To ensure all legal, technical, and financial due diligence requirements are met before final acquisition.

4. Scope of Work

The successful vendor shall:

1. Provide full documentation of property ownership (e.g., Certificate of Occupancy, Deed of Assignment, Survey Plan, Building Plan Approval-FCT/FCDA approved).
2. Allow site visits, inspection, and verification by WANEP's procurement and technical teams.
3. Provide property valuation and structural assessment reports where available.

4. Facilitate the legal transfer of ownership upon selection and payment.
5. Ensure that the property is free from litigation, encumbrances, and third-party claims.

The property should meet the following minimum requirements:

- Located within a secure and accessible area (e.g Wuse, Garki, Maitama, Mabushi, Utako, Gwarimpa and other defined office locations).
- Suitable for administrative and training purposes.
- Comply with local building, zoning, and safety regulations.
- Have functional utilities (electricity, water, sanitary systems, and parking space, fenced and gated).

5. Deliverables

The selected vendor shall provide:

- Verified property ownership and title documents.
- A current property valuation report.
- Evidence of building integrity and compliance certificates.
- Finalized sale agreement duly executed between WANEP–Nigeria and the vendor.
- Transfer of property ownership and handover documentation.

6. Expected Timeline

The Bidding process shall be completed within **13 working calendar days**, beginning from the date of the bid advertisement.

7. Evaluation Criteria

Evaluation will follow a **two-stage** process: technical and financial.

A. Technical Evaluation (70%)

Criteria	Description	Weight
Property location and accessibility	Proximity to main access routes, safety, and convenience	15%
Legal documentation	Valid title, absence of encumbrances, and completeness of legal documents	20%
Building condition and suitability	Structural integrity, space adequacy, and compliance with local standards	15%
Utilities and infrastructure	Availability of essential facilities (electricity, water, parking, sanitation, fence-gated)	10%

Vendor credibility and experience	Proven ownership and track record of compliance	10%

B. Financial Evaluation (30%)

Criteria	Description	Weight
Price competitiveness	Reasonableness of price in relation to market value	15%
Value for money	Overall benefit relative to price and long-term cost efficiency	10%
Payment terms	Flexibility and clarity of financial terms	5%

Only bidders who score **at least 70% overall** will qualify for final consideration.

8. Budget and Financial Provisions

- All payments shall follow the Authorization Matrix and be disbursed only after due diligence and contract signing.
- No cash transactions shall be made; payments must be processed through WANEP–Nigeria's official bank account.

9. Vendor Guidelines

Interested vendor should submit their bids by email to: wanep-nigeria@wanep.org on or before Friday, 28 November 2025.

Subject line: Bid for the Procurement of Office Property in Abuja for WANEP-Nigeria

Only shortlisted vendors will be contacted.