



## WEST AFRICA NETWORK FOR PEACEBUILDING (WANEP-NIGERIA)

### TERMS OF REFERENCE (ToR)

#### Call for bid – Renovation of Office Property in Abuja for WANEP–Nigeria, Reconstruction of the Gatehouse and Construction of Powerhouse

**Deadline for Submission:** 29 May 2026

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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. WANEP–Nigeria intends to renovate its national office in Abuja, Nigeria, reconstruct the gatehouse, and build a powerhouse. This is to enhance organizational efficiency and strengthen administrative coordination.

This renovation will be conducted in accordance with 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 bid is to identify, evaluate, and engage suitable engineers and architects with a good track record for the renovation of the WANEP-Nigeria office property in Abuja, the reconstruction of the gatehouse, and the powerhouse. This process shall be conducted through a competitive bidding process that ensures value for money and compliance with WANEP’s procurement standards.

### 3. Objectives

- a) To engage qualified property engineers or architects to submit proposals for the renovation of office property.
- b) To assess and select the most suitable engineer/architect based on defined evaluation criteria.
- c) To ensure the renovation process is transparent, competitive, and aligned with WANEP–Nigeria’s procurement policy.

### 4. Scope of Work

The successful vendor shall:

1. Provide full documentation that shows he/she or the business is licensed to carry out such work.
2. Shall provide evidence that shows mastery through previous work undertaken.
3. Commit to supervise the job across civil, electrical and plumbing work, etc.

4. Ensure to abide by the rules and regulations governing renovation work in the FCT and the estate where the property is located.
5. Adherence to safety standards.
6. Ensure no forced labour or underage labour is engaged.

The property should meet the following minimum requirements before handover:

- Must be carried out as stipulated by the WANEP-Nigeria
- Ensure the renovation has been completed across civil, electrical and plumbing work, etc.
- Test and guarantee that there are no linking, electrical and plumbing issues with a six (6) months guarantee from handover.

## 5. Deliverables

The selected vendor shall provide:

- Submit quotations detailing the cost of renovations.
- Shall make himself/herself available for meetings, where questions and clarifications will be made.
- Ensure the work is completed at a record time of one (1) month

## 6. Expected Timeline

The Bidding process shall be completed within **6 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
Civil work	Main building renovation, gatehouse and powerhouse	20%
Plumbing work	Installing, repairing, and upgrading water supply, drainage, and sanitation systems to meet modern standards	12.5%
Electrical work	Ensuring safe, reliable, and efficient power distribution while upgrading old systems to meet modern standards	12.5%
Safety standard	Follow and set (where required) safety rules, codes, and best practices that ensure the building is safe for workers during construction and for occupants once the renovation is complete.	15%
Others	Miscellaneous activities not captured above	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](mailto:wanep-nigeria@wanep.org) on or before Friday, 29 May 2026.

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

*Only shortlisted vendors will be contacted.*

WANEP - NIGERIA