



## **GLOBAL PEACE DEVELOPMENT**

### **Terms of Reference (ToR)**

#### **Request for Quotation for Provision of Catering and Hospitality Services**

Global Peace Development is a Non-Governmental Organization (NGO) founded in April 2002 and focuses on promoting peace for development in Nigeria. The organization was registered with the Corporate Affairs Commission (CAC), Abuja, in 2004, and the National Planning Commission (NPC) in 2011.

In the past 22 years, Global Peace Development has been active in providing humanitarian, development, and peace nexus support to address gaps around education, food and livelihood insecurity, emergency response, water, sanitation, and hygiene (WASH), protection and social justice, climate change induced conflict, poor governance, displacement, and sexual and gender-based violence (SGBV).

Global Peace Development operates actively in five (5) out of the six (6) Geopolitical Zones of Nigeria. Specifically, we have physical offices in 11 States and the Head Office in FCT, Abuja: Adamawa, Yobe, Kaduna, Taraba, Sokoto, Kano, Delta, Ebonyi, Edo, and Cross River.

Currently, GPD is implementing the project Promoting Agropastoralism Reconciliation, and Resilience for Sustainable Livelihood in Benue, Plateau, Kaduna, and Katsina, States (PARSULP) under the Strengthening Peace and Resilience in Nigeria (SPRiNG Project)

#### **GPD's Core Programmatic Areas include:**

- Conflict Prevention and Peace Building
- Gender Justice
- Democracy and Governance
- Environment and Climate Change
- Livelihood and Community Development
- WASH and Health
- Education
- Protection

**GPD is inviting Food Vendors and Hotels in our operational states to submit quotations for the provision of catering and hospitality services.**

#### **1. Scope of Quotation**

##### **A. Food Vendors**

Quotations should cover the following meal categories:

- **Tea Breaks:** (tea/coffee, snacks, water, pastries, and fruits) – price per person
- **Lunch:** (local and continental menu options – including pepper soup and fruit Salad) – price per person

Vendors are expected to indicate menu options and specify if prices include delivery to training or meeting venues.

## **B. Hotels**

Quotations should cover the following:

- **Accommodation:**
  - Standard Room (Price per night)
  - Deluxe Room (Price per night)
  - Suit if available (Price per night)
- **Conference Hall:**
  - Small Meeting Room (Capacity 20-30) – daily rate
  - Medium Hall (capacity 50-100) – daily rate
  - Large Hall (100-300) – daily rate

Hotels are expected to indicate whether prices include breakfast, internet, and other services.

## **2. Quotation Requirements**

All quotations must:

- Be submitted on the company's official letterhead, duly signed and stamped.
- Clearly state the validity period of the rates (minimum 6 months).
- Include the company's CAC registration details, TIN Number, and contact information.

## **3. Important Notes**

- Vendors/Hotels may be shortlisted based on competitive pricing, quality of services, and availability in states of operation.
- Only shortlisted vendors will be contacted.
- In line with statutory requirements, GPD will deduct Withholding Tax (WHT) from all payments due to vendors and remit the same to the State Government.

## **4. Application Process**

Qualified vendors are expected to submit the following under listed documents in one PDF to [Procurement@globalpeacedev.org](mailto:Procurement@globalpeacedev.org)

- A detailed quotation
- Company profile, including evidence of similar service delivery.
- Valid CAC registration certificate and TIN.