

INVITATION FOR EXPRESSION OF INTEREST PRE-QUALIFICATIONS OF VENDORS FOR CAH-SSA 2025

Africa Academy for Public Health (AAPH) in collaboration with the University of Ibadan Research Foundation (UI-Research Foundation) are co-convening the 2025 Conference on Adolescent Health in Sub-Saharan Africa (CAH-SSA) from the 25th to 28th June 2025 in Lagos, Nigeria.

Africa Academy for Public Health (AAPH) is a charitable independent non-profit, non-governmental organization registered in Tanzania with the mission to address public health priority challenges in sub-Saharan Africa through innovative scientific evidence, training capacity building, and knowledge translation.

The University of Ibadan Research Foundation, a Private-Public-Government partnership was created by the University of Ibadan to enhance the commitment of the university to promote cutting-edge research and foster collaborations between the gown and the town for societal development, and to nurture the next generation of research scholars and leaders in Nigeria. The UI-Research Foundation has established strong collaborations and partnerships with both National and International organizations to support and facilitate the translation of research to innovations, evidence, strategies and policy options to drive the narratives on the adoption of a knowledge economy that will propel the sustainable development of Nigeria.

AAPH and UI-Research Foundation are members of the Africa Research, Implementation Science and Education ([ARISE](#)) Network upon which the [DASH](#) and [ARISE-NUTRINT](#) consortia are built. Together we are planning to hold the 2025 CAH-SSA. Following these important upcoming events AAPH and UIRF are pleased to publish this call for expression of interest on the listed services' pre-qualification. This is to enhance our procurement efficiency in supporting the upcoming conference in Lagos, Nigeria.

This 4 days' conference will host 70 to 120 individuals from all over the world featuring assemblies in the main hall, booth exhibitions in the hall/hallways, abstract poster presentations in the hall/hallways, abstract oral presentations, as well as project and policy imperative side meetings in board rooms. For more context on the nature of the conference, view the [2024 CAH-SSA page](#).

LISTED PRE-QUALIFICATION SERVICES:

SN.	Lot Number	Required services/materials
1.	HCV/2025	Hotel Services i.e., accommodation
2.	COS/2025	Full Conferencing Services/Packages (Conference hall, board rooms, stage, podiums, projection, PA Systems, and internet connectivity)
3.	STP/2025	Backdrop banner stands, exhibition booths, and abstract banner stands, truss, lighting, and décor
4.	PM /2025	Printing Services i.e. (Notebooks, booklets, flyers, banners, brochures, posters, bags, ID cards, documents etc.)
5.	TS/2025	Ground transport services
6.	MC/2025	Event coordination (Master of Ceremony)
7.	VMG/2025	Audio-Visual content creation services
8.	MP/2025	Media and press coverage coordination

KEY REQUIREMENT AND CRITERIA FOR PRE-QUALIFICATION

- Company profile: Demonstrate a track record for the services' provision, list the unit cost for the services provided (with pictorial example where applicable), list recent clients' contacts for referral call back, and provide relevant staff biographs. Hotel and Conference vendors should indicate the number of accommodation rooms and capacity of the conference venues.
- Legal Business compliance: VRN (where applicable), TIN, Tax Clearance certificate, valid Business License, Company's registration certificate, Food safety certificate (where applicable) should be attached.
- Indicate the lot number on the zipped folder for easy identification.
- Ability to issue a fiscalized receipt is preferred.

All documents must be submitted via email to info@aaph.or.tz in a zipped folder by Friday March 14, 2025 at 12:00 PM West Africa Standard Time.