

Call for Tender: Ushering Service Providers for the Embassy of Sweden in Abuja.

Tender Reference Number: [EOS/USH/052025)

Announcement date: Monday 12 May 2025

Deadline: Wednesday, 28 May 2025

1. Introduction

The Embassy of Sweden in Abuja invites tenders from qualified and experienced ushering service providers. The successful bidder will be expected to provide high-quality and hospitable ushering services and other related needs during various events organized by the Embassy. This is strictly based in Abuja.

2. Scope of Work

The scope of work includes, but is not limited to the following:

- Provide ushering services for official embassy events, including receptions, dinners, and other Embassy functions.
- Assist the residence's Chef in presenting menu options in a professional and hospitable way to guests.
- Take joint responsibility together with the residence's staff in ensuring all necessary equipment and utensils are well maintained before, during and after events.
- Support with the setup and cleanup of service areas.

3. Eligibility Criteria

Interested bidders must meet the following criteria:

- Be a company registered with Nigeria's Corporate Affairs Commission
- Have proven experience in providing ushering services for similar events
- Be responsible for the insurance of ushering staff during the period of engagement
- Be able to provide documents verifying the health status of staff before each event
- Be compliant with Nigeria's tax regulations
- Have knowledge about diverse menu and be able to professionally cater to a broad mix of guests
- Be compliant with all other work-related safety regulations
- Be available to provide services on short notice

4. Submission Requirements

Bidders are required to submit the following documents:

- Company profile showing relevant experience and detail of services provided.
- Range of pricing for services offered.

- References from previous clients (at least from one Embassy, preferably).
- Proof of compliance with health and safety regulations.

5. Evaluation Criteria

Tenders will be evaluated based on compliance with the eligibility criteria and the judgement of the decision maker at the Embassy. Specifically, the decision will be influenced by:

- The perceived quality of services provided and experience on the job.
- The pricing and value for money.
- The verifiability of references provided.
- Compliance with health and safety standards.

6. Submission Deadline

All tenders must be submitted by Wednesday 28 May 2025, to ambassaden.abuja@gov.se.

Use the tender reference number and your company's name as the *subject* in your email. For example: [EOS/USH/052025) Best Ushering Services.

We look forward to receiving your tender submission.

Thank you.