



Technical Terms of Reference (ToR)

Lease of 3-Bedroom Apartment for Office

Location: Old GRA, New GRA, George Akume Way, Nyima and Welfare Quarters, Makurdi, Benue State

Initiative for Agricultural Intervention and Developmental Integration (IAIDI)

Date: 19th May 2026

1. Background

IAIDI, a women-led non-profit organization implementing sustainable agriculture, nutrition, and livelihood programs in Benue State, seeks to lease a 2-, 3-, or 4-bedroom apartment in Old GRA, New GRA, George Akume Way, Nyima, **and Welfare Quarters, Makurdi**, for use as a project head office. The facility will support program operations, ensure staff safety, and provide a functional workspace aligned with donor compliance and safeguarding standards.

2. Objective

To procure a secure, accessible, and habitable 2-, 3-, or 4-bedroom apartment on a lease basis for a period of **12 months, renewable**, to support IAIDI's administrative and operational needs in Makurdi.

3. Scope of Requirements

Category	Minimum Specifications
Location	Judges' Quarters, Makurdi. Must be within 1-3km of the Office of the Secretary to the State Government (SSG), Benue State. Accessible by tarred road, not in a flood-prone or high-crime area.
Structure	2-, 3-, or 4-bedroom apartment, self-contained. Minimum 1 living room, 1 kitchen, 2-4 bathrooms/toilets. POP ceiling, tiled floors, burglary-proof windows/doors.
Size	Total floor area not less than 225 sqm. Bedrooms minimum 12 sqm each.
Utilities	1. Reliable electricity with a prepaid meter + backup provision for an inverter/generator. 2. Potable water: borehole or public supply + overhead tank min 3000L.

Category	Minimum Specifications
Facilities	3. Functional plumbing and sanitation.
	1. Kitchen with cabinets and sink.
	2. Adequate ventilation and natural light.
	3. Perimeter fence with gate.
Safety & Security	4. Parking space for at least 4 vehicles.
	1. Located in a gated or well-secured neighborhood.
	2. No history of structural defects or communal disputes.
	3. Fire safety: accessible exits.
Legal	4. Compliance with IAIDI Safeguarding & PSEA standards.
	1. Valid Certificate of Occupancy or verifiable ownership documents.
	2. Property free from encumbrances, litigation, or government acquisition.
	3. Landlord willing to sign IAIDI's Lease Agreement and Code of Conduct.
ESG Compliance	1. No child labor or forced labor used in property maintenance.
	2. Waste disposal system in place.
	3. Preference for energy-efficient features.

4. Duration & Terms

- **Lease Period:** 12 months, with option to renew based on performance and funding availability.
- **Rent:** Payable annually or biannually. Inclusive of all statutory charges. Agency/legal fees must be clearly stated.
- **Maintenance:** Structural repairs by landlord. Minor repairs < ₦50,000 by IAIDI. The landlord is responsible for ground rent and tenement rates.
- **Termination:** 3 months' notice by either party. Full refund of unexpired rent if IAIDI vacates due to landlord breach.

5. Submission Requirements from Landlord/Agent

Interested parties should submit:

- **Letter of Interest** with full property address and asking rent.

- **Property Photos:** Exterior, interior, kitchen, toilets, surroundings.
- **Copies of Title Documents:** C of O, Deed of Assignment, or Governor’s Consent.
- **Proof of Identity:** Landlord’s NIN, and CAC documents if company-owned.
- **Bill of Quantities** for any required refurbishment, if applicable.
- **Signed Declaration** of no conflict of interest with IAIDI staff/board.

6. Evaluation Criteria

Proposals will be evaluated on:

Criteria	Weight
Location & Accessibility	25%
Structural Condition & Facilities	25%
Security & Safeguarding Compliance	20%
Cost Reasonableness & Value for Money	20%
Legal Documentation & Landlord Cooperation	10%

7. Inspection & Due Diligence

IAIDI’s Procurement & Admin Team will conduct a physical inspection and verify documents before award. IAIDI reserves the right to reject any proposal without assigning a reason.

8. Submission Deadline & Contact

Submit sealed bids marked “**ToR – 2-4 Bedroom Lease, Judges’ Quarters**” to:

Procurement Unit, IAIDI

Plot 18B Anongu Lyam Avenue, Judges Quarters, Makurdi, Benue State

Email: procurement@iaidi.org

Deadline: 21 days from the date of publication

IAIDI is an equal opportunity organization. We do not discriminate and maintain a zero-tolerance policy for sexual exploitation, abuse, and fraud.