

## **BODY OF BENCHERS**

**PLOT 688, INSTITUTE AND RESEARCH DISTRICT FCC, PHASE III ABUJA**

## **INVITATION TO TENDER**

### **(1) INTRODUCTION**

The Body of Benchers, under the Federal Judiciary, is statutorily charged with the responsibility of the formal Call to Bar of persons desirous of becoming Legal Practitioners in Nigeria. It also has the mandate of disciplining erring Lawyers amongst other vital functions. In pursuant to the execution of its 2023 Capital budget, the Body hereby invites interested and reputable companies to participate in this year's Capital Budget Implementation.

### **(2) SCOPE OF WORKS SUPPLY- BOB/CP/2023/001**

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1 LOT 1- Supply/Installation of Electricity Transmission Network.

### **(3) ELIGIBILITY REQUIREMENTS**

**Interested and competent companies who wish to participate should submit the following under-listed documents:**

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7;
- (b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2023; with minimum average annual turnover of N30 million;
- (c) Evidence of Pension Clearance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- (d) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 5

and above or the bidder's annual turnover is N50m and above);

(e) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2023;

(f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2023 or valid Certificate issued by BPP.

(g) Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Body of Benchers, under the Federal Judiciary or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;

- that no Director has been convicted in any Country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;

- that the Company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;

(h) Company's Audited Accounts for the last three (3) years - 2020, 2021 & 2022;

(i) Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

(j) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, CORBON etc.;

(k) Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years including Letters of Awards, Valuation

Certificates, Job Completion Certificates and Photographs of the projects;

(l) Evidence of current Licence issued by Nigerian Electricity Management Services Agency (NEMSA);

(m) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner).

**Note:** All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

#### **(4) COLLECTION OF TENDER DOCUMENTS**

Interested Companies are to collect Standard Bidding Documents (SBD) from the Secretary, Body of Benchers, Nigeria on evidence of payment of Non-refundable Tender Fees of N10,000.00 (Ten Thousand Naira) only to the Body of Benchers, Nigeria via the REMITA PLATFORM in any reputable Commercial Bank in Nigeria.

#### **(5) SUBMISSION OF TENDER DOCUMENTS**

Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to:

**The Secretary,**

**Body of Benchers, Nigeria.**

**Plot 688, Institute and Research District,**

**FCC, Phase III, Abuja.**

and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box not later than **11:00a.m., Monday, 6 November, 2023.**

**(6) OPENING OF TECHNICAL BIDS**

Only the Technical bids shall be opened immediately after the deadline for submission at **11:00a.m. Monday, 6 November, 2023** at the National Centre for Women Development Abuja Committee Room, while the financial bids will be kept un-opened.

**(7) GENERAL INFORMATION**

- (a) Bids must be in English Language and signed by an official authorised by the bidder;
- (b) Bids submitted after the deadline for submission would be returned un-opened;
- (c) All costs will be borne by the bidders;
- (d) The Technical Bids will be opened in the presence of CSOs and Professional bodies and covered by video recording; invitation link will be sent to bidder who chooses to join the bid opening online;
- (e) Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened.

**(8) DISCLAIMER**

(i) The Body of Benchers will not be responsible for any cost or expenses incurred by any interested party(ies) in connection with any response to this invitation and or the preparation or submission in response to an inquiry.

(ii) Please note that this advertisement shall not be construed as a commitment on the part of the Body to award any or all the above listed projects.

(iii) The Body of Benchers, Abuja is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act, 2007.

**SIGNED:**

**MANAGEMENT**