

**CENTRE FOR BLACK AND AFRICAN ARTS AND CIVILIZATION (CBAAC)
NO. 36/38 BROAD STREET, LAGOS
FEDERAL MINISTRY OF ARTS, CULTURE AND THE CREATIVE ECONOMY**

INVITATION TO TENDER

1. INTRODUCTION

The Centre for Black and African Arts and Civilization (CBAAC) in compliance with the provisions of the Public Procurement Act, 2007 intends to undertake the execution of the under-listed project under the 2023 Capital Appropriation of the Centre. The Centre therefore invites reputable and interested contractors to tender for the under-listed project.

2. SCOPE OF WORKS

LOT NO PROJECT NAME

Lot 9 Construction of 15 units of Motorized Boreholes at Imo West Senatorial Zone

The details of scope of work are as contained in the tender document.

3. ELIGIBILITY REQUIREMENTS

- a. Evidence of certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC 1.1 or CAC2 and CAC7.
- b. Evidence of Company's Income Tax Clearance Certificates the last three (3) years valid till 31st December 2023;
- c. Evidence of Pension Clearance Certificate valid till 31st December, 2022 (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, 2022 (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 current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2022;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2022 or valid Certificate issued by BPP;

g. Sworn affidavit;

- disclosing whether or not any officer of the relevant committees of the Centre for Black and African Arts and Civilization or the Bureau of Public Procurement (BPP) 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 county for any criminal offence relating to fraud impropriety or criminal misrepresentation of falsification of facts relating to any matter.
- That the company is not in receivership, the subject of any form or bankruptcy proceedings of the subject of any form of winding up petition or proceeding
- That the company does not have existing loan or financial liability with a bank, other financial institutions of third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months.

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

i. Reference letter from a reputable commercial bank in Nigeria, including 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 eg COREN, QSRBN, ARCON, CORBON etc

k. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including letters of awards, valuation certificates, job completion certificates and photographs of the projects;

l. List of plants/equipment with proof of ownership/lease agreement;

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

n. All documents for submission must be submitted with a Covering/Forwarding letter under the Company's letter head paper bearing amongst others, the Registration Number (RC) as issued by the CAC, Contact Address, Telephone Number (preferably GSM No) fax and email address. The letter head paper must bear the Names and Nationalities of the Directors of the company at the bottom of the page, duly signed by the authorized officer of the firm.

4. COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect the Standard Bidding Document (SBD) documents from the Head, Procurement Office, 1st Floor, 36/38 Broad street, Lagos on presentation of evidence of payment of a non-refundable tender fee of N10,000.00 per lot, paid into the Centre for Black and African Arts and Civilization's remita account in any reputable commercial bank in Nigeria.

5. SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit two (2) hard copies each of the technical and financial bids with softcopy of the financial bid in MS Excel format, packaged separately in sealed and clearly marked as "Technical Bid" and "Financial Bid". Thereafter, the two sealed envelopes should be put together in a bigger sealed envelope addressed to the Director-General, Centre for Black and African Arts and Civilization (CBAAC), 36/38 Broad Street, Lagos and clearly marked with the name of the project and lot number. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated tender Box at the office of the Head of Procurement, the Centre for Black and African Arts and Civilization (CBAAC), Lagos than **12:00 noon, Tuesday, 9th January, 2024.**

6. OPENING OF TECHNICAL BIDS

Only the technical bids will be opened immediately after the deadline at 12:00 noon, Tuesday, 9th January, 2024, while the financial bids would be kept un-opened. Please ensure that you sign the bid submission register as the centre will not be held liable for misplaced or wrongly submitted bids.

7. GENERAL INFORMATION

Please note that:

- a. Bids must be in English language and signed by an official authorized by the bidder;
- b. Bids submitted after the deadline for submission would be returned unopened;
- c. All cost incurred in responding to this advertisement shall be borne solely by the bidders
- d. The technical bids will be opened in the presence of bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professionals Bodies and will be 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 later date for virtual financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
- f. The Centre for Black and African Arts and Civilization is not bound to prequalify and bidder 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
DIRECTOR-GENERAL
CBAACS