

**COMPUTER PROFESSIONALS REGISTRATION COUNCIL OF NIGERIA
ESTABLISHED BY ACT 49 OF 1993
PLOT 1321 ADESOJI ADEREMI STREET, GUDU DISTRICT, CADASTRAL ZONE B-1
ABUJA (FCT)**

**INVITATION FOR PRE-QUALIFICATION FOR CONSULTANTS FOR THE PROVISION
OF WEB BASED SOFTWARE APPLICATION PROJECTS.**

1. INTRODUCTION

COMPUTER PROFESSIONALS REGISTRATION COUNCIL OF NIGERIA (CPN) was established by Act No. of 1993, as a regulatory Body under the supervision of the Federal Ministry of Education. The Council is charged with reasonability for the control of supervision of the computing profession and IT practice in Nigeria; quality assurance in computer education; as well as developing local IT Capacity in tune with national requirement. The council current membership database is outdated and no longer meets our needs. We are looking for a solution that is Cloud-based, Easy to use, Scalable, secure and affordable. The Council is desirous to undertake a pre-qualification exercise for a web based software application for its membership database management. The council hereby invites suitably qualified consultants to express interest and pre-qualify for the under stated project.

2. SCOPE OF WORKS/SUPPLY/SERVICE

LOT 1: Provision of Web based Software Application for its Membership Database Management

3. ELIGIBILITY REQUIREMENTS

The general public may wish to be guided that all procurement activities of the Agency shall be fully governed by the Public Procurement Act (PPA, 2007) and the Federal Government Executive Order on transparency and support for local content in Public procurement whereby the following minimum eligibility criteria are expected to be met by the prospective bidders;

a) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC 2 and CAC7 or CAC 1.1; and Memorandum/ Article of Associations, Business Name with form BN1 is also acceptable;

- b) Evidence of Company's Income Tax Clearance Certificates (or personal Income Tax Clearance Certificates for all partners) for the last three (3) years valid till 31st December 2022 with minimum average annual turnover of N50 Million naira only;
- 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 computer Professionals Registration Council of Nigeria or 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) duly acknowledged by the Federal Inland Revenue Service (FIRS);
- i) 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;
- j) Reference letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;

k) Unabridged company's audited accounts for the last three (3) years (2020, 2021 & 2022) with turnovers corresponding to the turnovers in the tax clearance certificate;

l) 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 CPN and NITDA;

m) 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. SUBMISSION OF DOCUMENTS

Prospective bidders are to submit pre-qualification documents for each of the lot desired; two (2) hard copies of the pre-qualification documents packaged in sealed envelopes and clearly marked as "Technical Bid" and addressed to:

The Registrar,

Computers Professional (Registration Council of Nigeria)

Plot 1321, Adesoji Aderemi Street, Gudu District, Cadastral Zone B-1 Abuja FCT and clearly marked with the (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 above address) not later than **12:00 noon, 19th Thursday October, 2023.**

5. OPENING OF PRE-QUALIFICATION DOCUMENTS

The technical bids will be opened immediately after the deadline for submission in the Council's Conference room at **12:00 noon on Thursday, 19th October, 2023** in the presence of bidders or their representatives. Please ensure that you sign the Bid Submission register as the CPN will not be held liable for misplaced or wrongly submitted bids.

6. GENERAL INFORMATION

- a. Bids must be in English Language and signed by an official authorized by the bidders
- b. Bids submitted after the deadline for submission would be returned unopened;
- c. All cost will be borne by the bidders;
- d. Attendees at the bids opening shall be required to wash hands, use hand sanitizer, wear

mask and observe physical distancing. The Bids Opening will be recovered by video recording and invitation link will be sent to bidders who choose to join the bid opening online.;

e. Bidders can submit through Post (courier)

f. Only prequalified bidders will be invited at a later date for collection of tender documents

g. The CPN 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: The Registrar

Computer Professional

(Registration Council of Nigeria)

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