

## **THE FEDERAL HIGH COURT OF NIGERIA**

### **INVITATION FOR 2023 PRE-QUALIFICATION AND EXPRESSION OF INTEREST**

#### **(1) INTRODUCTION**

The Federal High Court of Nigeria wishes to pre-qualify competent contractors and other service providers who wish to tender for jobs in the various areas specified below and accordingly invites interested parties who are competent, experienced and reputable to apply.

The Services are required in our offices, Courts and official residences all over the Country's (38) Judicial Divisions, including Abuja. Below are areas to apply for pre-qualification.

#### **(2) SCOPE OF WORKS AND SERVICES**

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| <b>CATEGORY A:</b>   | <b>WORKS &amp; GOODS</b>                            |
| <b>LOT 1</b>   | <b>FHC/CAP/FRF/002/2023</b>                         |
| <b>RENOVATION/REHABILITATION OF COURT BUILDINGS AND JUDGES QUARTERS:</b> |   |
| Lot 1a   | Renovation/Rehabilitation of Court Building         |
| Lot 1b   | Renovation/Rehabilitation of Judges Quarters.       |
| <b>LOT 2:</b>  | <b>FHC/CAP/FRF/002/2023</b>                         |
| <b>SUPPLY OF OFFICE AND RESIDENTIAL FURNITURE:</b>                       |   |
| Lot 2a   | Supply of Office Furniture                          |
| Lot 2b   | Supply of Residential Furniture                     |
|  | <b>CATEGORY B: CONSULTANCY SERVICES</b>             |
| <b>Lot 3</b>   | <b>FHC/CAP/CON/003/2023</b>                         |
|  | Consultancy Services for Court and Judges Buildings |

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

Prospective Companies shall submit the following documents and without any of which the

Company will automatically be disqualified:

(a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2, and CAC7. Business Name with Form BN 1 is also acceptable for Services;

(b) Evidence of current Annual Returns to Corporate Affairs Commission.

(c) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners in case of Business Name) for the last three (3) years valid till 31st December, 2023;

(d) 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);

(e) 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 3 and above or the bidder's annual turnover is N50m and above);

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

(g) 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.

(h) Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Federal High Court of Nigeria 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;
- that the company does not have existing loan or financial liability with a bank, other financial institution or 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 (3) years -2020, 2021, 2022;

(i) Bank 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 and Professional Qualifications such as Architect, Quantity Surveyor, Electrical Engineer, Mechanical Engineer and Civil Engineer.

(k) Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years as Prime Contractor/Consultant including Letters of Award/Engagement, Valuation/Job Completion Certificates and Photographs of the projects;

(l) Category B: Evidence of Firm's current registration with relevant regulatory professional body(ies) such as ARCON, QSRBN, COREN, etc.;

(m) Category A: List of Plants and Equipment with proof of Ownership/Lease Agreement;

(n) For Joint Venture/Partnership, Memorandum of Understanding (MOU) should be provided indicating among others the Lead Partner (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate,- NSITF Compliance 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) SUBMISSION OF EXPRESSION OF INTEREST**

Interested firms are to submit two (2) bound copies of the Expression of Interest (EOI) separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope, addressed to The Procurement Department, Federal High Court, Shehu Shagari Expressway, Abuja, and clearly marked with the Project Name & 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 **not later than 12:00 noon on Friday, 29 December, 2023.**

#### **(5) OPENING OF EXPRESSION OF INTEREST**

Please note that the Opening of Expression of Interest commences immediately at **12:00 noon on Friday, 29 December, 2023** at Hon. Justice Ukeje Hall, Federal High Court, Abuja in the presence of observers, bidders or their representatives. Please ensure that you sign the EOI Submission Register in the office of the Head of Procurement, Federal High Court, Abuja, as the Court will not be held liable for misplaced or wrongly submitted EOIs.

#### **(6) SUBMISSION OF PRE-QUALIFICATION DOCUMENTS**

Interested firms are to submit two (2) bound copies of the Pre-qualification documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope, addressed to The Procurement Department, Federal High Court, Shehu Shagari Expressway, Abuja, and clearly marked with the Project Name & 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 **not later than 12:00 noon on Monday, 8 January, 2024.**

## **(7) OPENING OF PRE-QUALIFICATION DOCUMENTS**

Please note that the Opening of Pre-qualification Documents commences immediately at **12:00 noon on Monday, 8 January, 2024.** at Hon. Justice Ukeje Hall, Federal High Court, Abuja in the presence of observers, bidders or their representatives. Please ensure that you sign the Bid Submission Register in the office of the Head of Procurement, Federal High Court, Abuja, as the Court will not be held liable for misplaced or wrongly submitted bids.

## **(8) GENERAL INFORMATION**

- (i) EOIs/Bids must be in English Language and signed by an official authorised by the bidder.
- (ii) Late submissions will be returned un-opened.
- (iii) All cost will be borne by the bidder.
- (iv) If any information provided was found to be false at any stage of the exercise, it will lead to outright disqualification of the Firm/Company.
- (v) This advertisement shall not be construed to be a commitment on the part of the Federal High Court, Abuja nor shall it entitle the submitting Company to make any claims whatsoever or seek any indemnity from the Court by virtue of such Company having responded to this advert.
- (vi) The EOIs/Technical Bids will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies; and will be covered by video recording; invitation link will be sent to bidder who chooses to join the EOIs/bid opening online;
- (vii) Category A: Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tender documents.
- (viii) Category B: Only shortlisted Consultants at EOI's evaluation will be invited at a later

date for collection of Request for Proposals.

(ix) The Federal High Court of Nigeria is not bound to pre-qualify/shortlist 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 Acct, 2007.

**SIGNED:**

**THE CHIEF REGISTRAR  
FEDERAL HIGH COURT OF NIGERIA**