

THE FEDERAL HIGH COURT OF NIGERIA

INVITATION FOR PRE-QUALIFICATION FOR TENDER 2023

The Federal High Court of Nigeria wishes to prequalify 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 (39) Judicial divisions including Abuja. Below are areas to apply for pre-qualification.

THE AREAS OF SERVICES REQUIRED

Lot 1	FHC/CAP/ME/001/2023	MEDICAL EQUIPMENT	<ul style="list-style-type: none">· Lot 1a: supply of Medical Equipment· Lot 1b: Supply of Drugs, Reagents and other related consumables
Lot 2	FHC/CAP/FFE/002/2023	FIRE FIGHTING EQUIPMENT	Supply and servicing of Fire Fighting Equipment
Lot 3	FHC/CAP/LBPE/003/2023	LIBRARY BOOKS, PERIODICALS AND EQUIPMENT	<ul style="list-style-type: none">· Lot 3a: Supply of Law Books, Law Reports and other Periodicals· Lot 3b: supply of Library Equipment
Lot 4	FHC/CAP/CON/008/2023	TRAINING CONSULTANCY	<ul style="list-style-type: none">· Lot 3a: Judges and staff training· Lot 3b: Medical consultancy

ELIGIBILITY REQUIREMENTS

Prospective bidders should submit the following documents:

- Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) memorandum and article of association
- Evidence of Company's Income Tax Clearance Certificates (or personal Income Tax

Clearance Certificates for all partners) for the last three (3) years (2019, 2020 and 2021) valid till 31st December 2023

c. Evidence of Pension Compliance Certificate valid up till 31st December, 2022 (expires 31st December, 2023)

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 compliance with National Insurance Trust Fund (NSTF) Compliance Certificate valid up till 31st December, 2023 (expires 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 Federal High Court 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;

h. Reference letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;

i. 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, QSDRBN, ARCON, CORBON etc;

j. 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;

k. 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.

SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

Pre-qualification documents to be enclosed in a sealed envelope marked "2023 PRE-

QUALIFICATION” carrying the project name, stating the LOT and the name of the bidding company boldly written at back of top left corner of the envelope and addressed to THE CHIEF REGISTRAR FEDERAL HIGH COURT OF NIGERIA and submit TO SECRETARY, DEPARTMENTAL TENDERS BOARD, FEDERAL HIGH COURT HEADQUARTERS (GROUND FLOOR) SHEHU SHAGARI WAY, CENTRAL BUSINESS DISTRICT, FCT ABUJA not later than **9:00am Tuesday 17th October, 2023.**

OPENING OF PRE-QUALIFICATION DOCUMENTS

Opening of Pre-qualification documents will take place at **Justice Ukeje Hall (First Floor) Federal High Court Headquarters, Abuja at 9:00am Tuesday 17th October, 2023.**

PLEASE NOTE

- a. Late submission will be rejected
- b. 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;
- c. The Federal High Court 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: THE CHIEF REGISTRAR
FEDERAL HIGH COURT OF NIGERIA**