

**FEDERAL REPUBLIC OF NIGERIA**  
**FEDERAL MINISTRY OF INDUSTRY, TRADE AND INVESTMENT**

**INVITATION TO TENDER AND EXPRESSION OF INTEREST FOR THE EXECUTION OF  
2023 APPROPRIATION**

**1. INTRODUCTION**

The Federal Government of Nigeria has allocated funds to the Federal Ministry of Industry, Trade and Investment (FMITI) in the 2023 Appropriation Act, for the execution of its projects so that the mandate of the Ministry can be achieved. Accordingly, the Ministry wishes to invite reputable contractors/consultants with relevant proven competence and experience to submit tenders and expression of interest (EOI) for the execution of the following projects.

**2. SCOPE OF GOODS/WORKS/SERVICES**

<b>S/N</b>	<b>PROJECT DESCRIPTION</b>	<b>LOCATION</b>
<b>CATEGORY A (GOODS)</b>		
1	Provisions of tables, chairs, file cabinet in the FMITI HQ	FMITI-HQ, Abuja
2	Procurement of processing machinery and equipment for the APZ to be established in Delta, North Senatorial zone,	North Senatorial zone, Delta State
3	Provision of alternative investment and starter kits for Market women	In selected states
<b>CATEGORY B: WORKS</b>		
3	Construction of a building in the Agro processing Zone (APZ) in the North Senatorial Zone, Delta State	North Senatorial zone, Delta State
4	Fabrication of burglary proof and procurement of All-in-one computers , printers, photocopiers for finance and account offices	FMITI-HQ, Abuja
<b>CATGEORY C: CONSULTANCY SERVICES</b>		
5	National Sensitization campaign (Workshop, Exhibition and road show) on patronage of made in Nigeria Goods and Services in 3 locations	In selected states
6	Hosting of one-day stakeholders capacity building on Global good Agricultural practice and Global Good Manufacturing practice for International Market Access in Selected states focusing on Commodity of interest	In selected states

7	One -day stakeholders meeting to review and validate draft policies and strategies for pumpkin, Gum Arabic, Chilli Pepper, Cowpea/ban, Ginger, Moringa, Honey, Livestock, Cashew, Rubber, Hibiscus, G/Nuts, Shea, Sesame seed and Turmeric in five (5) locations namely; Asaba, Delta state; Kaduna, Kaduna State; Minna, Niger State; Gombe, Gombe State; and Akure, Ondo State	In selected states
8	Completion of first phase pilot Agric-commodities traceability infrastructure for QR and bar code in FMITI-HQ, Abuja.	FMITI-HQ-, Abuja
9	Engagement of a consultant to carry out one- day stakeholders forum to sensitize Nigerians on the developed National e-commerce strategy in six (6) Geo-Political zones	six (6) Geo-Political zones
10	Engagement of a consultant to carry out sensitization workshop/capacity building of stakeholders on the remodeled commerce 160 Initiative Strategic Framework (C160-ISF) and setting up of zonal implementation structures in three Southern zones	three (3) Southern zones
11	Engagement of a consultant to carry out sensitization workshop/capacity building of stakeholders on the remodeled commerce 160 Initiative Strategic Framework (C160-ISF) and setting up of zonal implementation structures in three Northern zones	three (3) Northern zones
12	Engagement of a consultant for a survey of Moribund Industries to South-West geo-political zones of Nigeria	South-West geo-political zones of Nigeria
13	Engagement of a consultant to organize a two-day capacity building workshop/training of 200 participants on recycling of plastics waste and waste lubricants	Two (2) nos. states
14	Engagement of a consultant for the assessment of the cotton, textile and Garment (CTG) industries policy and development of an implementation strategy	South-West geo-political zones of Nigeria
15	Engagement of a consultant for orientation and capacity building for industrial officers on HICON	South-West geo-political zones of Nigeria
16	Engagement of a consultant for the second phase implementation of Health Industry corporation of Nigeria (HICON) – development of five (5) year strategic plan, M & E plan and development of the 2 <sup>nd</sup> year operational plan	South-West geo-political zones of Nigeria

17	Development of costed business plan for manufacturing of syringes and needles in Nigeria.	South-West geo-political zones of Nigeria
18	Engagement of a consultant for capacity building for MSMEs to enhance their financial literacy, business management skills and credit worthiness including loan application process in the Northern zone.	Northern zones
19	Engagement of a consultant for capacity building for MSMEs to enhance their financial literacy, business management skills and credit worthiness including loan application process in the Southern zone.	Southern zone.
20	Engagement of a consultant for the development of an Ease of doing business plan and review of PEBEC's mandate in the Industrial Context	FMITI-HQ-, Abuja
21	Implementations of strategies towards creation of 100 million jobs and lifting people out of poverty.	Six (6) geo-political zones

### 3. ELIGIBILITY REQUIREMENTS

**Prospective bidders should submit the under -listed requirements to be eligible in this procurement process;**

- a) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC 1.1 or CAC 2 and CAC7;
- b) Evidence of Company's Income Tax Clearance Certificates for the last three (3) years (valid till 31st December 2023 with minimum average annual turnover of N30 Million for lots 3 7 17 and N15 million for all other lots;
- 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 Federal Ministry of Industry, Trade and Investment 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

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

i) Reference letter from a reputable commercial bank 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, QSDRBN, ARCON, CORBON etc;

k) For category C: Consultancy services; a certified UK Global Gap License Assurer is needed for lot 6; a policy development expert in Agricultural commodity with 5 years' experience is needed for lot 7 and an expert in ICT, NITDA certification with cognate experience in traceability is required for lot 8.

l) For lots 15, 16 and 17 the following criteria are required; (i) Companies with experience working with International Health Development Organizations and donors (ii) companies with experience in Development of health related strategies plans.

m) 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;

n) Works: List of Plants/Equipment with proof of Ownership/Lease agreement;

o) 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);

p) For bidders of the projects in Niger Delta area and the North Eastern Geopolitical Zone, it is required that they present a formal undertaking that they are capable of working in the area;

q) 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 Documents (SBD) from the procurement department of the Ministry with evidence of payment of non-refundable tender fee of N10, 000.00 per lot, paid into the Federal Ministry of Industry, Trade and Investment's Remita account in any reputable commercial bank in Nigeria.

#### **5. SUBMISSION/OPENING OF EOI**

Interested firms in consultancy services are to submit their EOI for any of the lots desired in two hard copies each (one original & one photocopy)). The EOI should be addressed as indicated above and submitted not later than 12 noon on Tuesday 3rd October, 2023. The Expression of Interest (EOI) documents will be opened immediately after the deadline for submission at the Block G Conference room on the 2nd floor in the presence of bidders or their representatives. Please, ensure that you sign the EOI/Bid Submission register in the office of Director Procurement at Room 111, Block HG, ground floor, Federal Ministry of Industry, Trade & Investment (FMITI), old Federal Secretariat, Area 1, Garki as FMITI will not be held liable for misplaced or wrongly submitted bids.

#### **6. SUBMISSION OF TENDER DOCUMENT (WORKS/GOODS)**

Prospective bidders are bid for the lot desired. Completed technical and financial bid should be put in separate envelopes (2) hard copies each 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 permanent Secretary Federal Ministry of Industry, Trade & Investment (FMITI), old Federal Secretariat, Area 1, Garki 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 procurement department not later than **12:00 noon Monday 16th October, 2023**. Please ensure you sign bid submission register at the procurement department. The Ministry will not be held responsible for misplaced or wrongly submitted bids.

## **7. GENERAL INFORMATION**

- 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. Bidders should not bid for more than one (1) lot;
- d. Bids wrongly packaged will automatically be rejected;
- e. All cost will be borne by bidders;
- f. The technical bids will be opened in the presence of observers, and will be covered by video recording invitation link will be sent to bidders who chooses to join the bid opening online:
  - i. Works: 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
  - ii. The Federal Ministry of Industry Trade and Investment is not bound to pre-quality/shortlist any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 26 of the Public Procurement Act, 2007.

SIGNED

Permanent Secretary

Federal Ministry of Industry Trade and Investment, Abuja.