

FEDERAL MINISTRY OF INFORMATION AND NATIONAL ORIENTATION

RADIO HOUSE, HERBERT MACAULAY WAY, AREA 10, GARKI, ABUJA

INVITATION FOR PRE-QUALIFICATION

(1) INTRODUCTION

The Federal Government of Nigeria has allocated some funds to the Federal Ministry of Information and National Orientation in year 2024 for the execution of Projects towards achieving the mandate of the Ministry. Accordingly, the Ministry wishes to invite reputable Contractors/Vendors with relevant proven competence and experience to submit documents For Pre-qualification on the execution of the Following project in compliance with Sections 19 & 25 of Public Procurement Act (PPA), 2007.

(2) SCOPE OF WORKS

(2.1) CATEGORY: (WORKS)

Lot W1	Procurement of Office Remodeling works in the Federal Ministry of Information and National Orientation occupied offices at Radio House, Federal Ministry of information and National Orientation.
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(3) ELIGIBILITY REQUIREMENTS

Prospective bidders must possess the under-listed requirements to be eligible in the procurement:

(a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2, and CAC7;

(b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2024, with minimum average annual turnover of N200 million;

(c) Evidence of Pension Clearance Certificate valid till 31st December, 2024 (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, 2024 (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 Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2024;

(f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2024 or valid Certificate issued by BPP.

(g) Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Federal Ministry of Information and National Orientation 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;

(h) Company's Audited Accounts For the last three (3) years -2021, 2022 & 2023;

(i) 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/Professional qualifications such as COREN, QSRBN, ARCON, CORBON etc.;

(k) Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last Five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;

(i) List of Plants/Equipment with proof of Ownership/Lease Agreement;

(m) For Joint Venture/Partnership, Memorandum of Understanding (MoU) indicating Lead Partner should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance 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.

(5) SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

Prospective bidders are to submit two (2) hard copies of the Pre-qualification Documents in a sealed envelope and addressed to the Permanent Secretary, Federal Ministry of Information and National Orientation, 9th floor, radio house, Area 10 Garki, Abuja.

Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and should be deposited in the designated Tender Box placed in the office of the Director (Procurement), Procurement Department, Federal Ministry of Information and National Orientation, 9th Floor, radio house, Area 10 Garki, Abuja, not later than **12:00 Noon, Monday 4 March, 2024.**

(6) OPENING OF PRE-QUALIFICATION DOCUMENTS

The documents will be opened immediately after the deadline for submission at **12:00 noon, Monday, 4 March, 2024**, in the Honourable Minister's Conference Room Federal

Ministry of Information and National Orientation, Radio house Abuja. Bidders/Company representatives and interested members of the public, including relevant professional bodies, Civil Societies and Non-governmental Organisations are hereby invited to witness the opening.

(7) GENERAL INFORMATION

- (a) All submissions must be made only in english language;
- (b) The documents submitted after the deadline for submission would be returned unopened,
- (c) Bids wrongly packaged will be rejected
- (d) All costs of submission will be borne by the bidders;
- (e) 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 Professional bodies;
- (f) Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of Financial bids;
- (g) Federal Ministry of Information and National Orientation 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 2B of the Public Procurement Act, 2007.

SIGNED:

PERMANENT SECRETARY

FEDERAL MINISTRY OF INFORMATION AND NATIONAL ORIENTATION