

**FEDERAL MINISTRY OF JUSTICE**  
**SHEHU SHAGARI WAY, ABUJA**  
**EXPRESSION OF INTEREST (EOI)/INVITATION TO TENDER (ITT) FOR FY2023**  
**CAPITAL PROJECTS**

**1. INTRODUCTION**

The Federal Ministry of Justice to undertake the implementation of some of its capital projects in the FY2023 Appropriation Act and thereby invites reputable contractors/suppliers with relevant and proven competence and experience to submit Expressions of Interest/Tenders for the execution of the projects listed below;

**2. PROJECTS**  
**INVITATION TO TENDER**

<b>Lot No</b>	<b>Project Title</b>	<b>Required Average Annual Turnover for the year 2020, 2021 and 2022</b>
	<b>GOODS</b>	
A1	Supply of empowerment materials to Lagos Island Federal Constituency, Lagos State	100M
	<b>WORKS</b>	
B1	Supply of empowerment materials to Lagos Island Federal Constituency, Lagos State	150M
B2	Construction and furnishing of 1 block of six (6) classrooms with Toilet in Federal Constituency	50M
B3	Face-lifting and Renovation of the FMOJ headquarters building and renovation/remodeling of the building's toilets	50M
B3.1	Renovation of toilets in the Federal Ministry of Justice Headquarters Building	50M
B3.2	Renovation of the Olusegun Obasanjo Auditorium at the Federal Ministry of Justice	50M
B3.3	Construction of a crèche at the Federal Ministry of Justice headquarters	50M

B3.4	Renovation of the Federal Ministry of Justice Headquarters Building	50M
B3.5	Construction of a sports centre at the Federal Ministry of Justice Headquarters	50M
B3.6	Establishment of staff canteen	30M
B3.7	Rehabilitation of the 2 <sup>nd</sup> visitors lift in the Ministry headquarters	20M
<b>EXPRESSION OF INTEREST (SERVICES)</b>		
C1	Grant to social media practitioners in south-south zone, Port Harcourt, Rivers State	

### 3. ELIGIBILITY REQUIREMENTS

#### **Interested bidders should submit the following documents;**

- a) Evidence of certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7; Business name is acceptable for services;
- b) Evidence of filing of the company's current Annual Returns to CAC;
- c) Evidence of Company's Income Tax Clearance Certificates (or personal Incomes tax clearance certificates 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
- e) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2023 ;
- f) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance 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) Detailed company's Audited accounts for the last three (3) years - 2020, 2021 & 2022 duly stamped by the Federal Inland Revenue Services (FIRS)
- i) A sworn affidavit;
  - disclosing whether or not any officer of the relevant committees of the Federal Ministry of Justice 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 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.
- j) Evidence of three (3) similar jobs executed in the last five (5) years, including letters of awards, valuation certificate/job completion certificate and photographs;
- k) Reference letter from a reputable commercial bank in Nigeria, indicating willingness to fund the project if awarded;
- l) Evidence of registration with professional body(ies) such as COREN;
- m) Company's profile with the curriculum Vitae of key staff to be deployed for the project, including copies of their academic/professional qualifications;
- n) For supply of computers/equipment: Letter of Authorization as representative of the Original Equipment Manufacturer (OEMs)
- o) Works: List of Plants/Equipment with proof of Ownership/Lease agreement;
- p) 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);

#### ADDITIONAL INFORMATION

Subject to the provisions of the Public Procurement Act, 2007 note that;

- q) The Ministry shall verify any or all the claims made by the applicants and shall disqualify any company whose claims are found to be false in addition to other sanctions that may be deemed necessary
- r) All cost (Time and Material) incurred in responding to this advertisement in any way or form shall be fully borne by the bidders and are non-refundable by the procuring entity;
- s) This advertisement shall not be construed as a commitment on the part of the ministry to award contract to any bidder;
- t) 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.

u) None compliance to any of the above instructions will lead to disqualification of bidder.

v) Services: Only shortlisted firms will be invited at a later date for collection of Request for Proposals

w) Goods: Only pre-qualified bidders at technical evaluation will be invited at later date for virtual financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;

x) The Federal Ministry of Justice 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.

#### **4. COLLECTION OF TENDER DOCUMENTS (CATEGORY A)**

Interested companies are to collect Standard Bidding Documents (SBD) from the Office of the Director (Procurement) 2 floor, Wing C. Room No 2c 17 of the Federal Ministry of Justice, Headquarters, Abuja on presentation of evidence of payment of non-refundable tender fee of N10, 000 00 per Lot payable to the Federal Ministry of Justice's Remita Account Number in any Commercial Bank in Nigeria.

#### **5. SUBMISSION OF TENDER DOCUMENT/BIDS**

##### **a. EOI**

Prospective bidders for services (Lot C1) are to submit two (2) hard copies of EoI along with their soft copies for the Lot desired in a sealed envelope and clearly marked as "EoI" addressed to the Permanent Secretary, Federal Ministry of Justice and clearly marked with the name of the project and the Lot No. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated tender boxes in the Office of the Director Procurement, 2nd floor Room No 2c 17 of the Federal Ministry of Justice, not later than **12:00 noon Monday, 2nd October, 2023.**

##### **b. ITT GOODS AND WORKS**

Prospective bidders for goods and works are to submit two (2) hard copies along with their soft copies. The Technical and Financial Bids for each of the Lot desired are to be packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid" Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to

the Permanent Secretary, Federal Ministry of Justice and clearly marked with the name of the project and the Lot No.). Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and dropped in the designated tender boxes in the Office of the Director Procurement, 2 floor Room No 2c 17 of the Federal Ministry of Justice, not later than **12:00 noon Monday, 16 October, 2023.**

c. Note

The Ministry of Justice shall not consider any EDU/Bids submitted after the deadline or wrong location. Such EOL bids shall be declared late, rejected and returned unopened to the bidder.

## 6. OPENING OF EOI & TECHNICAL BIDS

a. Expression of Interest

The Expression of Interest will be opened immediately after the deadline for submission at 12:00 noon Monday, 2nd October, 2023, in the Ministry's Auditoriums. Please ensure that you sign the 101 Submission Register in the Office of the Director, Procurement as Federal Ministry of Justice will not be held liable for misplaced or wrongly submitted bids.

b. Goods and Works

The Technical Bids will be opened immediately after the deadline for submission at 12:00 noon Monday, 16 October, 2023, in the Ministry's Auditorium, at the Federal Ministry of Justice, Plot 71B, Shehu Shagari Way, Maitama, Abuja while the financial bids will be kept unopened. Please ensure that you sign the Bid Submission Register in the Office of the Director, Procurement as Federal Ministry of Justice will not be held liable for misplaced or wrongly submitted bids.

c. Attendees at the bids opening shall be required to wash hands, use hand sanitizer, wear mask and observe physical distancing. The Bid Opening in the presence of observers will be covered by video recording and invitation link will be sent to bidder who chooses to you the bid opening online

d. Clarification

For further clarification, please contact Engr Ochogbu Agbo, Director Procurement on 08032041029 or in the Office of Director Procurement, 2nd floor Room No 2c 20 of the Federal Ministry of Justice, Plot 71B, Shehu Shagari Way, Maitama, Abuja between 9:00am and 3:00pm on working days.

## 7. GENERAL INFORMATION

- i. Bids must be in English Language and signed by an official authorized by the bidder;
- ii. Bids submitted after the deadline for submission shall be returned unopened
- iii. All costs will be borne by the Bidders;
- iv. Only pre-qualified bidders will be contacted at a later date for financial bids of unqualified bidders will be returned unopened.
- v. The Federal Ministry of Justice 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.
- vi. This advertisement shall not be construed as a commitment on the part of the Ministry nor shall it entitle tenders to make any claims or seek any indemnity from the Ministry by virtue of his/her response to the advert.

**Signed**

**Solicitor General of the Federation/ Permanent Secretary  
Federal Ministry of Justice**