

**FEDERAL MINISTRY OF LABOUR, PRODUCTIVITY & EMPLOYMENT  
INDUSTRIAL ARBITRATION PANEL (IAP)  
FUTURE VIEW PLAZA, CENTRAL BUSINESS DISTRICT, ABUJA**

**INVITATION TO TENDER/EXPRESSION OF INTEREST FOR THE EXECUTION OF  
2024 CAPITAL AND ZONAL PROJECTS**

**1. INTRODUCTION**

The Federal Government of Nigeria has allocated funds to the Industrial Arbitration Panel (IAP), in the 2024 Appropriation for the execution of its projects towards achieving its mandate to the PANEL.

Accordingly, in compliance with the requirements of the Public Procurement Act 2007 and Extant regulations of Federal Government on Procurement of Goods, Works and Services. The panel wishes to invite Tenders from suitable and qualified contractors/suppliers and consultant service providers with proven experience to undertake the under listed projects.

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

LOT NO	PROJECT DESCRIPTION	LOCATION
LOT CA1	OPENING AND GRADING OF SUBUR ROADS, RENOVATION & CONSTRUCTION OF CLASSROOMS, MINI STADIUM, WATER BOREHOLES, MARKET STALLS, CIVIC CENTRE, MAGISTRATE COURT, PROVISION & INSTALLATION OF TRANSFORMERS, SOLAR STREET AND STORAGE FACILITIES IN SELECTED COMMUNITIES	VARIOUS LOCATION
LOT CA2	STRATEGIC LEADERSHIP TRAINING & EMPOWERMENT FOR WOMEN AND YOUTH AND PROVISION BURSARY FOR SELECTED UNDERGRADUATE	VARIOUS LOCATION

LOT CA3	PURCHASE & DISTRIBUTION OF AGRICULTURAL PRODUCE, BASIC FARM IMPLEMENTS FOR FARMERS, MOTORCYCLES, TRACTORS, WATER PUMPS, TRICYCLES, VEHICLES AND ACADEMIC MATERIALS & EQUIPMENT	VARIOUS LOCATION
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### **ZONAL INTERVENTION PROJECTS**

LOT ZIP 4	SUPPLY OF EDUCATION MATERIALS TO VARIOUS SCHOOLS, EMPOWERMENT ITEMS, DISTRIBUTION OF FOODS ITEMS AND AGRICULTURAL FARM INPUTS	VARIOUS LOCATION
LOT ZIP 5	ENTREPRENEURSHIP DEVELOPMENT /CAPACITY BUILDING TRAINING FOR YOUTHS AND WOMEN, PROVISION OF GRANTS AND MEDICAL OUTREACH	VARIOUS LOCATION
LOT ZIP 6	PROVISION OF POWER SOLAR STREET LIGHT AND CONSTRUCTION OF BOREHOLES	VARIOUS LOCATION

### **3. ELIGIBILITY REQUIREMENTS**

a) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC1.1 or CAC2 and CAC7. Business Name is also acceptable for services.

b) Evidence of Company's Income Tax Clearance Certificates (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, 2024;

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 current Nigeria Social Insurance Trust Fund (NSITF) Compliance 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 Industrial Arbitration Panel 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 or 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 (2021, 2022, 2023);

i) Reference letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project;

j) Company's profile with the curriculum Vitae of at least three (3) key professionals including copies of their academic/professional qualifications such as COREN /QSBN/ARCON/ etc

k) 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;

l) Works: List of Plant/Equipment with proof of Ownership/Lease agreement duly signed not earlier than year 2020 by both parties;

m) Consultancy services: evidence of firm's current registration with the relevant regulatory professional body(ies) such as CMD, MDCN etc;

n) For supply of equipment: Letter of authorization as representatives of the Original Equipment Manufacturer (OEMs);

o) Electricity jobs: Evidence of current licence issued by Nigerian Electricity Management Services Agency (NEMSA)

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);

q) Only companies included in the National Automotive design and development Councils approved list of Local manufacturers of vehicles or their authorized representatives should bid for the vehicles;

**Note:** 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 office of the Head of Procurement, Room 01, Ground floor, Industrial Arbitration Panel, Future View plaza, central Business District, Abuja; on evidence of payment of a non- refundable tender fee of (Ten thousand Naira) N10, 000.00 Only per lot, paid into the Industrial Arbitration panel's Remita account in any reputable commercial Bank in Nigeria. Firms will not pay for Lot 2 & 5 at this stage until after short listing.

#### **5. SUBMISSION OF TENDER DOCUMENTS (GOODS & WORKS)**

Prospective bidders are to submit bid for each of the Lot desired, in two (2) hard copies of the technical and financial bids with softcopy of financial bids only in MS Excel format, 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 CHIEF REGISTRAR,**

**INDUSTRIAL ARBITRATION PANEL (IAP)**

**FUTURE VIEW PLAZA, CENTRAL BUSINESS DISTRICT, ABUJA**

The envelope should be clearly marked with the name of the project and the lot number. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box at the Room 01, Ground floor, Industrial Arbitration Panel, Future View Plaza, Central Business District, Abuja, not later than 9:00am on Tuesday, 26th March, 2024.

## **6. SUBMISSION OF EXPRESSION OF INTEREST**

Lot 2 & 5: Interested firms are to submit two (2) bound of Expression of Interest (EOI) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed as stated above, and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box not later than 9:00am on Thursday, 7th March, 2024.

## **7. OPENING OF EOI AND TECHNICAL BIDS**

The EOI and technical bids will be publicly opened immediately after the deadline for submission at 9:00am on Thursday **7 March, 2024** and **9:00am on Tuesday 26th March, 2024 respectively**, at IAP Conference Room 2nd Floor, while the financial bids will be kept unopened.

Please ensure you sign the Bid Submission Register at Room 01 Ground Floor, as the IAP will not be liable for misplaced or wrongly submitted EOI/bids.

## **8. GENERAL INFORMATION**

- a) EOI/Bids must be in English Language and signed by an official authorized by the bidder;
- b) EOI/Bids submitted after the deadline for submission would be returned unopened;
- c) All cost will be borne by the bidders;
- d) 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 bid opening online.

e) Good & Works: Only prequalified bidders at technical evaluation will be invited at a later date for virtual financial bids opening, while the financial bids of un-successful bidders will be returned un-opened.

f) Consultancy Services: only shortlisted firms will be contacted at a later date for collection of Request for Proposals;

g) Failure to comply with any of the above requirements will form the basis for disqualification;

h) The Industrial Arbitration Panel 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 ACT 2007.

Signed

Chief Registrar