

FEDERAL MINISTRY OF TRANSPORTATION

INVITATION FOR TENDERS

TENDER PACKAGE NO.: FMT/PROC/2023/002

1. INTRODUCTION

The Federal Government of Nigeria has provided funds in the 2023 Appropriation Act to the Federal Ministry of Transportation for the execution of policies, programmes and projects aimed at achieving its mandate.

To this end, experienced and reputable Suppliers are hereby invited to tender for the under-listed Goods:

2. SCOPE OF SUPPLIES:

2.1 CATEGORY A: GOODS (INVITATION TO TENDER)

Interested Suppliers are invited to submit Technical and Financial bids for the following projects:

LOT NO	PROJECT TITLE
G1	Procurement of Office Furniture
G2	Procurement of Computer All in One Desktops/Laptops and Printers

3. ELIGIBILITY REQUIREMENTS

Interested and competent Suppliers wishing to carry out any project listed above are required to submit the following documents. Failure to fulfill any of the under-listed requirements will render the bid, disqualified:

- Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7;
- Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2023;
- Evidence of Pension Clearance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- 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 Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 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:

i. disclosing whether or not any officer of the relevant committees of the Federal Ministry of Transportation 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;

ii. 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;

iii. 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;

iv. That the company does not have existing loan or financial liability with a bank, other financial institution or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) month.

h. Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);

i. Company's Audited Accounts for the last three (3) years - 2020, 2021 & 2022;

j. Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

k. Company's Profile with documentary evidence of at least three (3) similar jobs/Supplies executed in the last five (5) years including Letters of Awards, Job Completion Certificates etc.;

l. Lot G2: Company's Evidence of current Licence/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);

m. For Joint Venture/Partnership, Memorandum of Understanding (MOU) 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);

n. All documents for submission must be transmitted with a Covering/Forwarding Letter under the Company's/Firm's Letter Headed Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM Number), and E-mail Address. The Letter Headed 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 Company.

Note that documents/information must be arranged and submitted in the sequence/order as listed above

4. COLLECTION OF TENDER DOCUMENTS

Interested Companies are to collect the Standard Bidding Documents (SBDs) and in a single stage two cover system from the Office of the Director, Procurement, 6th Floor, Federal Ministry of Transportation, Bukar Dipcharima Building, Central Business District, Abuja, on evidence of payment of a non-refundable Tender fee of N10,000.00 (Ten Thousand Naira) only, per Lot, paid into Remita E-Collection Account/TSA of the Federal Ministry of Transportation-Hqtrs-022900100100 in any reputable Commercial Bank in Nigeria.

5. SUBMISSION OF TENDER DOCUMENTS

5.1 Categories A-Goods:

Prospective Bidders are to submit bids for each of the Lots in One Original & Two (2) copies of completed Technical and Financial Bids (including soft copy of Financial Bid in MS Excel format), packaged separately in sealed envelopes and clearly marked "Technical Bid" or "Financial Bid". The two sealed envelopes should be put together in a bigger envelope, addressed to the Permanent Secretary, Federal Ministry of Transportation, Bukar Dipcharima Building, Central Business District, Abuja, and clearly marked with the Name of the Project and Lot Number. Furthermore, the reverse of each sealed envelope should bear the company's name and address; and should be deposited in the Tender Box at the address at paragraph 4 above, not later than **12:00 noon Monday, 19th February, 2024**. Late bids shall be returned un-opened.

6. GENERAL INFORMATION

- i. Bidders should not bid for more than One (1) Lot;
- ii. All costs will be borne by the bidders as the Ministry will not be held responsible for any cost or expenses incurred by any interested party(ies) in connection with any response to this invitation;
- iii. Non-compliance with the Conditions stated therein will lead to automatic disqualification of the bidder from the bidding process;
- iv. 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; and will be covered by video recording; invitation link will be sent to bidder who chooses to join the bid opening online;
- v. 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;
- vi. The Ministry of Transportation 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; and
- vii. For further enquiries, please contact Procurement Department between 9.00am to 3.30pm (Mondays – Fridays) at the following address:
Federal Ministry of Transportation, 6th Floor, Bukar, Dipcharima Building, Central Business District Abuja,

Signed:

Permanent Secretary

Federal Ministry of Transportation