

NASARAWA STATE GOVERNMENT

STATE UNIVERSAL BASIC EDUCATION BOARD

SHENDAM ROAD, P.M.B. 050 LAFIA, NASARAWA STATE

(1) INTRODUCTION

The Nasarawa State Universal Basic Education Board, in collaboration with Universal Basic Education Commission (UBEC) Abuja is desirous to utilize the Matching Grant funds for the procurement of GOODS and WORKS under 2023 Intervention Projects

(2) SCOPE OF WORK (SOW)

The scopes of work to be carried out across the state under the 2023 approved Action Plan are as follows:

- (I) Construction of a block of 2 classrooms with office and store
- (II) Construction of a block of 3 classrooms with office and store
- (III) Construction of 4 Compartment Toilets (water system)
- (IV) Construction of Perimeters Fence, Gate and Gatehouse
- (V) Completion of 3 classrooms with offices
- (VI) Renovation of 8 classrooms with offices Block C
- (VII) Renovation of 3 classrooms with office
- (VIII) Renovation of 2 classrooms with office
- (IX) Renovation of 4 classrooms with office

- (X) Renovation of a block of 4 classrooms with offices and Toilets
- (XI) Construction/Drilling of Boreholes
- (XII) Production and supply of School furniture
- (XIII) Construction of 2 Bedroom en-suite(2 man quarters) Semi-detached
- (XIV) Construction of 1 Bedroom en-suite (6 man quarters) semi-detached
- (XV) Construction of 1 Bedroom en-suite (6 man quarters) semi-detached

(3) ELIGIBILITY REQUIREMENTS

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including form CAC 1.1 or CAC2 and CAC7;
- (b) Evidence of Company Incomes Tax Clearance Certificate for the last three (3) years valid till 31st December, 2023; with the minimum average annual turnover of 1.5%
- (c) 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);
- (d) 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 bidders annual turnover is N50M and above);
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2023
- (f) Evidence of Registration on the National Database of Federal Contractors, Supplier and Service providers (consultant) by submission of Interim Registration Report (IRR) expiring on 31st December, 2023 or valid certificate issued by BPP.
- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of

the (or the Bureau of Public Procurement is a former of 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;

- (h) Company's Audited Accounts for the last three (3) years 2021, 2022 & 2023
- (i) Evidence of financial capability to execute the project by submission of 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 executed in the last five (5) years including Letters of Awards, Valuation Certificate, Job Completion Certificates and photographs of the projects;
- (l) List of Plans / Equipment with proof of Ownership, / Lease (where applicable);
- (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 / Firms 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 authorized officer of the firm.

(4) COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect the Standard Bidding Document (SBD) from the office of the Deputy Director Procurement on evidence of payment of a non-refundable tender fee of N30,000 per Lot, paid into the NSUBEB, Bidding and registration account with Access Bank Nig Plc, number 0086013775.

(5) SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit bid(s) for each of the Lot desired, two (2) hard copies each of the technical and financial bid, 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 Executive Chairman, Nasarawa State Universal Basic Education Board, Lafia, and addressed clearly. 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 office of the procurement officer not later than 14 working days.

(6) OPENING OF TECHNICAL BIDS

Only the technical bids will be opened immediately after deadline for submission on **22 December 2023** at the Boardroom of Nasarawa Universal Basic Education Board, Shendam Road, Lafia **10:00am prompt** in the presence of bidders or their representatives, while the financial bids will be kept un-open. Please ensure that you sign the bid submission Register in the office of the Procurement officer, as they will not be held liable for misplaced or wrongly submitted bids, for further enquiries, please contact the Director Procurement.

(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 un-opened;
- (c) Bidders should not bid for more than two (2) Lots

- (d) All costs will be borne by the bidders;
- (e) The Technical Bids will be opened in the presence of Bidders or their representatives, CSOs in the area of Anti- Corruption and Transparency and Private Professional bodies.
- (f) Bid documents can be collected in hard copies and Bidders can submit through Post (Courier Services);
- (g) 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;
- (h) The Universal Basic Education Board is not bound to pre-qualify any bidder and reserves the right to annual the procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

SIGNED:

DIRECTOR PROCUREMENT