

## **NATIONAL BOARD FOR ARABIC AND ISLAMIC STUDIES (NBAIS)**

**KM5, KADUNA -ZARIA EXPRESSWAY, RIGACHIKUN, KADUNA NIGERIA.**

### **INVITATION TO TENDER FOR THE EXECUTION OF CAPITAL, CONSTITUENCY AND ZONAL INTERVENTION PROJECTS**

#### **(1) INTRODUCTION**

The Federal Government of Nigeria (FGN) has allocated funds to the National Board for Arabic and Islamic Studies (NBAIS) in the year 2024 under the Capital, Constituency and Zonal Intervention Projects for the procurement of Goods, Works and Services for execution of Policies, Programmes and Projects towards achieving the mandate of the Board. Accordingly, the Board, in pursuance of that, wishes to invite reputable contractors with relevant proven competence and experience to submit bid documents for the under-listed Goods, Works and Services.

#### **(2) SCOPE OF WORKS/GOODS/SERVICES**

##### **(2.1) CATEGORY A (WORKS)**

<b>LOT NO.</b>	<b>PROJECT TITLE/DESCRIPTION</b>
Lot W1	Construction of NBAIS Zonal Office at Niger State.
Lot W2	Construction of Blocks of Classrooms in Maigwari Primary School, Birnin Gwari Federal Constituency, Kaduna State.
Lot W3	Construction and Furnishing of Town-Hall in Birnin Gwari Federal Constituency, Kaduna State.
Lot W4	Renovation of Dugabau and Garo Central Mosques with Installation of Solar streetlights in Gwarzo/Kabo Federal Constituency, Kano State
Lot W5	Rehabilitation and Remodeling of some Schools, Dispensaries and Institutions at some selected communities at Batagarawa/ Charanchi/Rimi Federal Constituency, Katsina State
Lot W6	Construction of Classrooms with Office Block at some Selected Communities within Batagarawa/Charanchi/Rimi Federal Constituency, Katsina State.

Lot W7	Provision of Solar Powered Streetlights In Babura/Garki Federal Constituency, Jigawa State
Lot W8	Construction and Furnishing of Blocks of Classrooms with an Office for Community Science College Dekina, Kogi State.
Lot W9	Upgrading of Tsangaya Schools across Kaduna North Senatorial District, Kaduna State.
Lot W10	Rehabilitation of Tsangaya and Arabic Schools, in Jigawa South-West Senatorial District, Jigawa State.
Lot W11	Renovation of Islamiyya Schools and Juma'at Mosques in Bilbis, Gusau, Tsafe, Bungudu and Maru Towns, Zamfara State.
Lot W12	Construction and Furnishing of Blocks of Classrooms at Zaria, Kaduna State.
Lot W13	Supply and Installation of Integrated 3-in-1 Solar Streets Light at Zaria, Kaduna State.
Lot W14	Provision of Backup Solar Power for Headquarters and Zaria Operation Centre.
Lot W15	Construction of Block of Classrooms and Office with Furniture and Renovation of Jumu 'at Mosque in Shinkafi/Zurmi Federal Constituency, Zamfara State.

## **(2.2) CATEGORY B (GOODS)**

<b>LOT NO.</b>	<b>PROJECT TITLE/DESCRIPTION</b>
Lot G1	Procurement of Furniture for Zaria Operation Centre.
Lot G2	Procurement of Operational Vehicles.
Lot G3	Supply of Instructional Materials to Schools in Shanono/Bagwai Federal Constituency, Kano State.
Lot G4	Supply of Exercise Books and Instructional Materials to Public Schools within Batagarawa Charanchi/Rimi Federal Constituency, Katsina State.
Lot G5	Supply of Empowerment items to Nguru, Yusufari, Machina, Karasuwa Federal Constituency, Yobe State.
Lot G6	Supply and Distribution of Grains in Some Selected Towns and Villages in Kogi East Senatorial District, Kogi State
Lot G7	Procurement and Supply of Bicycles to Primary School Pupils in Kano Central Senatorial District.
Lot G8	Supply of Instructional Materials Across 15 LGAS of Kano Central Senatorial District, Kano State.

Lot G9	Procurement and Distribution of Exercise Books, Writing Materials, Uniforms for Pupils in Dutsin -Ma/Kurfi Federal Constituency, Katsina State.
Lot G10	Supply of Electric Charging Motorcycle s for Farming within Batagarawa/Charanchi/Rimi Federal Constituency Katsina State.
Lot G11	Procurement and Distribution of Exercise Books for Pupils in Batagarawa/Charanchi/Rimi Federal Constituency, Katsina State.
Lot G12	Supply of Educational Materials (Exercise Books) in Tsanyawa Kunchi Federal Constituency Kano State
Lot G13	Supply of Educational Materials (Exercise Books) in Karaye/Rogo Federal Constituency, Kano State
Lot G14	Printing and Supply of 2024 SAISSC Examination Materials

### **(2.3) CATEGORY C (SERVICES)**

Lot No	Project Title/Description
Lot S1	Skills Acquisition Training for Youths in Bakori-Danja Federal Constituency, Katsina State

### **(3) ELIGIBILITY REQUIREMENTS**

Prospective bidders should submit the following requirements to be eligible:

- (a) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including form CAC1.1 or CAC2 and CAC7. Business Name with Form BN 1 is also acceptable for Services;
- (b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years - (2021, 2022 & 2023) 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 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 31st December, 2024 or valid Certificate issued by BPP.

(g) Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the National Board for Arabic and Islamic Studies 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;

- (l) Works: List of Plants/Equipment with proof of Ownership/Lease Agreement;
- (m) Only Companies included in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles or their representatives should bid for the supply of vehicles;
- (n) For Training Programme: Evidence of Finn's Registration with the Centre for Management Development (CMD);
- (o) For Supply of Books: Membership of Association of Booksellers or Publishers in Nigeria;
- (p) For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- (q) 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 J V partner);

Note: All documents for submission must be transmitted with a Covering/ Forwarding letter under the Company's/Firm's Letterhead 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 (GOODS & WORKS)**

Interested companies are to collect the Standard Bidding Document (SBD) from the office of the Director of Procurement, National Board for Arabic and Islamic Studies (NBAIS) Headquarters, KM 5, Kaduna-Zaria Expressway, Rigachikun, Kaduna on evidence of payment of a non-refundable tender fee of N 10,000.00 per Lot, paid into the National Board for Arabic and Islamic Studies' (NBAIS) Remita account in any reputable commercial bank

in Nigeria.

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

Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids with softcopy of financial bid 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 Registrar, National Board for Arabic and Islamic Studies (NBAIS) 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 at the Office of the Director of Procurement, National Board for Arabic and Islamic Studies **not later than 12:00 noon on Thursday, 4 April, 2024.**

#### **(6) SUBMISSION OF EOI**

Interested Firms are to submit Expression of Interest (EOI), in three (3) hard copies each (one original & two copies). The EOI should be addressed as indicated above and submitted **not later than 12:00 noon on Monday, 18 March, 2024.**

#### **(7) OPENING OF EOI AND TECHNICAL BIDS**

The EOI and the technical bids will be opened immediately after the deadline for submission at **12:00 noon on Monday, 18 March, 2024** and **12:00 noon on Thursday, 4 April, 2024**, respectively at the main conference hall, National Board for Arabic and Islamic Studies (NBAIS), KM 5, Kaduna-Zaria Road, Rigachikun, Kaduna, while the financial bids will be kept un-opened. Please, ensure that you sign the EOI/Bid Submission Register in the office of the Director of Procurement. The National Board for Arabic and Islamic Studies (NBAIS) will not be held liable for misplaced or wrongly submitted bids.

#### **(8) GENERAL INFORMATION**

(a) Bids must be in English Language and signed by an official authorised by the bidder;

- (b) Bids submitted after the deadline for submission would be returned un-opened;
- (c) All costs will be borne by the bidders;
- (d) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- (e) Goods & Works: Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of unsuccessful bidders will be returned un-opened; and
- (f) Consultancy Service: Only shortlisted firms will be invited on a later date for collection of Request for Proposals (RfPs);
- (g) National Board for Arabic and Islamic Studies (NBAIS) is not bound to pre-qualify/shortlist any applicant 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:**

**THE REGISTRAR,**

**NATIONAL BOARD FOR ARABIC AND ISLAMIC STUDIES (NBAIS)**