

NATIONAL BUSINESS AND TECHNICAL EXAMINATIONS BOARD (NABTEB)

NATIONAL HEADQUARTERS, PMB, 1747, IKPOBA HILL, BENIN CITY, EDO STATE

INVITATION FOR PRE-QUALIFICATION AND TENDER FOR 2024 PROJECTS

(1) INTRODUCTION

The NATIONAL BUSINESS AND TECHNICAL EXAMINATIONS BOARD (NABTEB) hereby Invites experienced and Competent Contractors, Suppliers and Consultants to submit Tender and Expression of Interest/Pre-qualification for the execution of the following procurements:

(2) SCOPE OF SUPPLIES AND SERVICES

LOT CATEGORY A: INVITATION TO TENDER

- 1 Purchase of Double Cabin Vehicle with Boxed Body and Lock
- 2 Purchase of Office Furniture
- 3 Provision and Upgrade of Renewable Energy

CATEGORY B: INVITATION FOR PRE-QUALIFICATION

- 4 Procurement of Computer, Computer Equipment and Networking

(3) ELIGIBILITY REQUIREMENTS

Interested Firms/Companies should submit the following verifiable Pre-Qualification Documents:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7;
- (b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2023;
- (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 bidder is 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 31st December, 2023 or valid Certificate issued by BPP;

(g) Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the National Business and Technical Examinations Board 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 particular.
- indicating whether the Company is/is not in receivership, insolvent or bankrupt.
- must not have any Director who has been convicted in any Country for any criminal offenses relating to fraud or financial impropriety

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

(ix) Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

(x) 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 NCS, CPRCN, COREN, etc.;

- (xi) 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;
- (xii) LOT 1: Only companies included in the National Automotive Design and Development Councils approved list of local manufacturer of vehicles or their authorized representatives;
- (xiii) LOT 2: Evidence of current registration with Professional Carpenters and Furniture-Makers Association of Nigeria (PCFA) or its equivalents;
- (xiv) LOT 3: Evidence of Firm's current registration with Renewable Energy Association of Nigeria (REAN) or its equivalent;
- (xv) LOT 4: Evidence of current registration/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA).

Note: All documents for submission must be transmitted with a Covering/ Forwarding letter under the Company/Firm's 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 authorised officer of the firm.

(4) COLLECTION OF TENDER DOCUMENTS (CATEGORY A)

Interested bidders should collect Standard Bid Documents from the Procurement Unit on evidence of payment of non-refundable tender fee of N10,000 per Lot, into the NABTEB's TSA in any reputable Commercial Bank in Nigeria, and proceed to the finance and Accounts Department to obtain NABTEB official receipt which should be tendered in the Procurement Unit.

(5) SUBMISSION OF TENDER DOCUMENTS (CATEGORY A)

(5.1) Prospective bidders are to submit bid for each of the LOT desired, two (2) bound hard copies each of the Technical and Financial bids separated by dividers and arranged as indicated above and clearly marked as “Technical Bid or “Financial Bid”. The documents should be submitted in a sealed envelope and addressed to:

The Registrar/Chief Executive,

NABTEB, National Headquarters,

P. M. B1747, Ikpoba- Hill, Benin City,

Edo State,

and clearly marked with the name of the project and Lot number.

(5.2) Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and shall be personally dropped in the Tender’s Box in the Procurement Unit Office, (Block B), National Business and Technical Examinations Board, National Headquarters, Ikpoba-Hill, Benin City, **not later than 12:00 noon, Monday, 8 April, 2024.**

(6) SUBMISSION OF PRE-QU UNIFICATION (CATEGORY B)

(6.1) Prospective bidders are to submit pre-qualification documents for Category B, two (2) bound hard copies of the Technical bids, arranged as indicated above and clearly marked as “Pre-Qualification”. The documents should be submitted in a sealed envelope and addressed to:

The Registrar/Chief Executive,

NABTEB, National Headquarters,

P.M.B 1747, Ikpoba-Hill, Benin City,

Edo State.

and clearly marked with the name of the project and Lot number.

(6.2) Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and shall be dropped In the Tender's Box in the Procurement Unit Office, (Block B), National Business and Technical Examinations Board, National Headquarters, Ikpoba-Hill, Benin City, **not later than 12:00 noon on Monday, 18 March, 2024.**

(7) OPENING OF PRE-QUALIFICATION AND TECHNICAL BIDS

(7.1) PRE-QUALIFICATION: The pre-qualification documents will be opened Immediately after the deadline for submission at **12:00 noon Monday, 18 March, 2024** at the Library Complex, NABTEB, National Headquarters, Ikpoba-Hill, Benin City, Edo State.

(7.2) INVITATION TO TENDERS: Only the technical bids will be opened immediately after the deadline for submission at **12:00 noon Monday, 8 April, 2024**, at the Library Complex, NABTEB, National Headquarters, Ikpoba-Hill, Benin City, Edo State, while the financial bids will be kept un-opened;

(7.3) Please, ensure that you sign the Bid Submission Register at the Procurement Office, as the NABTEB will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact through email nabtebhqt@yahoo.com

(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) Bidders should not bid for more than One (1) Lot;
- (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 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;

(f) Category A: 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

(g) Category B: Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tender documents;

(h) The NABTEB 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.

SIGNED:

CHAIRMAN, TENDERS BOARD

NABTEB, BENIN CITY