

## **NATIONAL OFFICE FOR TECHNOLOGY ACQUISITION AND PROMOTION (NOTAP)**

**No. 4 Blantyre Street, Off Adetokunboh Ademola Crescent, Wuse II, Abuja**

### **INVITATION FOR PRE-QUALIFICATION**

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

The National Office for Technology Acquisition and Promotion (NOTAP) is a Parastatal under the Federal Ministry of Science and Technology established by Law and charged with the responsibility of Regulating and Monitoring of Technology Transfer into Nigeria and to also Promote Locally Developed Technologies.

In line with the Public Procurement Act 2007, NOTAP wishes to invite reputable and interested companies to submit pre-qualification documents for the procurements listed below:

#### **(2) SCOPE OF WORKS: CONSTITUENCY PROJECTS**

<b>Lot No</b>	<b>Project Description</b>	<b>Location</b>
Lot 1	Construction of NYSC Lodge in Soro &Kafin Madaki Towns of Darazo/Ganjuwa, Federal Constituency, Bauchi State	Soro & Kafin Madaki Towns of Darazo/Ganjuwa, Federal Constituency, Bauchi State
Lot 2	Construction of NYSC Lodge in Sade &Darazo Towns of Darazo/Ganjuwa, Federal Constituency, Bauchi State	Sade & Darazo Towns of Darazo/Ganjuwa, Federal Constituency, Bauchi State

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

Interested companies should submit the following documents:

- (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'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 bidders whose number of staff is 5 and above or the bidders 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:
- disclosing whether or not any officer of the relevant committees of the National Office for Technology Acquisition and Promotion 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 - 2020, 2021 & 2022;
- (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) List of Plants/Equipment with proof of Ownership/Lease Agreement

(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)

**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) SUBMISSION OF PRE-QUALIFICATION DOCUMENTS**

Interested firms are to submit two (2) bound of pre-qualification documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to the DG/CEO as stated below 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 below address not later than **12:00noon on Monday, 16 October, 2023**. Late submission will be returned unopened.

The Director General/CEO

National Office for Technology Acquisition and Promotion (NOTAP)

4, Blantyre Street, Off Adetokunbo Ademola Crescent,

Wuse II, Abuja

#### **(5) OPENING OF PRE-QUALIFICATION DOCUMENTS**

The EOI will be opened immediately after the deadline for submission at **12:00noon on Monday, 16 October, 2023**, in the presence of bidders or their representatives. Please, ensure that you sign the Bid Submission Register as NOTAP will not be held liable for misplaced or wrongly submitted bids.

#### **(6) GENERAL INFORMATION**

- (a) Bids must be in English Language and signed by an official authorised by the bidder;
- (b) Bids submitted after the deadlines for submission would be returned un-opened;
- (c) Bidders should bid for only one (1) Lot;
- (d) All costs will be borne by the bidders;
- (e) The Technical Bids will be opened in the presence of CSOs and Professional bodies and covered by video recording; invitation link will be sent to bidder who chooses to join the bid opening online;
- (f) Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tender documents;
- (g) NOTAP 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**

**MANAGEMENT**