

NATIONAL RESEARCH INSTITUTE FOR CHEMICAL TECHNOLOGY

(FEDERAL MINISTRY OF SCIENCE, TECHNOLOGY AND INNOVATION)

P.M.B 1052, ZARIA

EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY AND NON-CONSULTANCY SERVICES FOR 2024 CAPITAL, ZONAL AND CONSTITUENCY PROJECTS

(1) INTRODUCTION

The National Research Institute for Chemical Technology (NARICT), Zaria is a parastatal under the aegis of the Federal Ministry of Science, Technology and Innovation. NARICT is desirous of executing Capital and Zonal/Constituency Projects under the 2024 Capital Budget Appropriation and seek the Services of experienced and competent:

- (i) Quantity Surveyors
- (ii) Mechanical & Electrical Engineers
- (iii) Structural Engineers
- (iv) Architects
- (v) Empowerment/Training

(2) ELIGIBILITY REQUIREMENTS

- (i) Evidence of Certificate of Incorporation with Corporate Affairs Commission (CAC) including form CAC 1.1 or CAC2 & 7. (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name);
- (ii) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the past three (3) years (2021, 2022, 2023), valid till 31st December, 2024.

- (iii) Evidence of current Pension Compliance Certificate valid till 31st December, 2024.
- (iv) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2024.
- (v) Evidence of current Nigeria Social Insurance Trust (NSITF) Compliance Certificate valid till 31st December, 2024.
- (vi) Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers by inclusion of Interim Registration Report (IRR) expiring 31/12/2024 or valid Certificate issued by the BPP
- (vii) A Sworn Affidavit:
 - that none of the Directors of the company has been convicted in any country for criminal offenses related to fraudulent or corrupt practices or criminal misrepresentation or falsification of facts relating to any matter;
 - disclosing whether or not any officer of the relevant committees of the National Research Institute for Chemical Technology 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.
 - stating that the company does not at the time of this bid have any existing loan or financial liability with the bank, other financial institutions or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months;
- (viii) Unabridged Company's Audited Report for the past three (3) years (2021, 2022, 2023)
- (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) Verifiable documentary evidence of at least three (3) projects of similar nature and

complexity within the last five (5) years (copies of Letters of Award/Certificates of completion, Valuation Certificate and photographs of the projects are to be attached

(xi) Company's profile with the Curriculum Vitae of key professionals including photocopies of relevant academic and professional qualifications with attestation of availability and contact phone numbers.

(xii) Evidence of current Firm's registration with relevant regulatory professional body (ies) such as COREN, ARCON, CORBON, QSRBN, etc.;

(xiii) For Joint Venture/Partnership, Memorandum of Understanding (MoU) indicating Lead Partner 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 the covering/ forwarding letter under the Company's/Firms Letter Head Paper bearing amongst other, 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.

(3) SUBMISSION OF EOI DOCUMENTS

Interested Firms are to submit two (2) bound EOI (1 original, 1 copy) separated by dividers and arranged as indicated above. The documents should be packaged in sealed envelopes indicating the services and clearly marked as "EOI"; addressed to "The Director-General/CEO, National Research Institute for Chemical Technology, P.M.B. 1052, Zaria, Kaduna State". Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box located at the Directorate, Administrative Block, NARICT, Zaria; **not later than 12:00 noon on Monday, 18 March, 2024**

(4) OPENING OF EOI DOCUMENTS

The EOI will be opened immediately after the deadlines for submissions at **12:00 noon, Monday, 18 March, 2024** in the Institute's Library Conference Hall in the presence of bidders or their representatives. Please, ensure that you sign the Bid Submission Register in the office of Head, Procurement at the Administrative Block, as the Institute; National Research Institute for Chemical Technology, Zaria will not be held liable for misplaced or wrong submitted bids.

(5) GENERAL INFORMATION

- (a) EOIs must be in English language and signed by an official authorised by the bidder.
- (b) EOIs submitted after the deadline for submission would be returned un-opened.
- (c) All cost will be borne by the bidders.
- (d) Only Shortlisted Applicants from the EOI's evaluation will be invited at a later date for collection of Request for Proposals.
- (e) NARICT reserves the right to verify the authenticity of any claims made on documents submitted and shall disqualify any company whose claims are found to be false in addition to other sanctions that may be deemed necessary.
- (f) NARICT is not bound to 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:

MANAGEMENT