

NIGERIA CIVIL AVIATION AUTHORITY

Corporate Headquarters: Nnamdi Azikiwe International Airport, Domestic Wing, Abuja.

Lagos Office: Aviation House: Murtala Mohammed International Airport, Domestic Wing, Ikeja

P.M.B. 21029, 21038, Ikeja, Lagos

INVITATION TO TENDER AND EXPRESSION OF INTEREST UNDER NCAA 2023 IGR BUDGET

REF No.: NCAA/DG/PROC/01/23/025

(1) INTRODUCTION

(1.1) Nigeria Civil Aviation Authority (NCAA), a Parastatal under the Federal Ministry of Aviation (FMA), In pursuance of Its statutory oversight functions and in compliance with the Public Procurement Act, 2007, intends to carry out the Procurement of Goods and Works under its 2023 Internally Generated Revenue (IGR) Budget.

(1.2) The Authority, therefore, invites experienced and competent Contractors, Suppliers and Consultants with relevant experience for consideration for the execution of the following projects:

(2) SCOPE OF GOODS/WORKS

The scope of Supplies/Works for the 2023 fiscal year are categorised as follows:

GOODS

Lot NCAA/G1/23	Procurement of Office Furniture and Equipment to be delivered at NCAA Lagos Regional Office, Ikeja Lagos.
----------------	---

Lot NCAA/G2/23	Procurement of Office Furniture and Equipment to be delivered at NCAA Port Harcourt Regional Office
Lot NCAA/G3/23	Procurement of Office Furniture and Equipment to be delivered at NCAA Kaduna Regional Office, Kaduna.
Lot NCAA/G4/23	Procurement of Office Furniture and Equipment to be delivered at NCAA Kano Regional Office, Kano.
Lot NCAA/G5/23	Procurement and Installation of Air-conditioners to be delivered at NCAA Lagos Regional Office, Ikeja Lagos.
Lot NCAA/G6/23	Procurement and Installation of Air Conditioners to be delivered at NCAA Kaduna Regional Office, Kaduna.
Lot NCAA/G7/23	Procurement and Installation of Air conditioners to be delivered at NCAA Kano Regional Office, Kano.
Lot NCAA/G8/23	Procurement and Installation of Air conditioners to be delivered at NCAA Port Harcourt Regional Office.

WORKS:

Lot NCAA/W1/23	Provision and Installation of Corporate indoor and outdoor signages, at all NCAA Regional Offices. (Lagos, Abuja, Kano, Kaduna and Port Harcourt)
Lot NCAA/W2/23	Procurement and Installation of All-In-One Solar Powered Security Light around the Perimeter Fence of Kano Regional Office, Kano.
Lot NCAA/W3/23	Procurement and Installation of All-In-One Solar Powered Security Light around the Perimeter Fence of Lagos Regional Office, Ikeja Lagos.
Lot NCAA/W4/23	Procurement and Installation of All-In-One Solar Powered Security Light around the Perimeter Fence of Kaduna Regional Office, Kaduna.
Lot NCAA/W5/23	Rehabilitation of DATR Building at Lagos Regional Office, Murtala Mohammed International Airport, Ikeja, Lagos
Lot NCAA/W6/23	Rehabilitation of Security House at Lagos Regional Office, (Aviation House) Murtala Mohammed International Airport, Ikeja, Lagos
Lot NCAA/W7/23	Rehabilitation of Twin Building at NCAA Lagos Regional Office, Murtala Mohammed International Airport, Ikeja, Lagos.
Lot NCAA/W8/23	Rehabilitation of Aviation House Building at NCAA Lagos Regional Office, Murtala Mohammed International Airport, Ikeja, Lagos.

Lot NCAA/W9/23	Construction of 4Bedrooms Bungalow for Aviation Safety Inspectors at NCAA Port Harcourt Region. (Regional Manager)
Lot NCAA/W10/23	Completion of NCAA Kano Regional office Project
Lot NCAA/W11/23	Completion of NCAA Port Harcourt Regional office Project
Lot NCAA/W12/23	Renovation and Extension of Examination Building at NCAA Corporate Headquarters, Premises, Abuja.
Lot NCAA/W13/23	Rehabilitation of water treatment plant and repairs of overhead tank at NCAA safety inspector's quarters, Lagos.
Lot NCAA/W14/23	Rehabilitation of water treatment plant and repairs of overhead tank at NCAA safety inspector's quarters, Abuja.
Lot NCAA/W15/23	Construction of NCAA Regional Office Building, Abuja
Lot NCAA/W16/23	Maintenance of Buildings at NCAA Corporate Headquarters and Regional Offices

CONSULTANCY:

Competent, experienced and reputable consultants' firms are required to express interest in:

Lot NCAA/C1/23	Engagement of Consultants for the production of Architectural Designs and Specifications.
Lot NCAA/C2/23	Engagement of Consultants for Professional Services In respect of Management Services.
Lot NCAA/C3/23	Engagement of External Auditors for the Audit of NCAA Financial Records
Lot NCAA/C4/23	Engagement of Consultants for Actuarial Valuation.

ELIGIBILITY REQUIREMENTS

- (i) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC 1.1 or CAC2 and CAC7;
- (ii) Evidence of Company's Income Tax Clearance Certificate valid till 31st December, 2023;

(iii) 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);

(iv) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2023 (applicable where number of staff is at least 5 or the bidder has at least N50m turnover);

(v) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2023;

(vi) 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;

(vii) Sworn Affidavit:

- Disclosing whether or not any officer of the relevant committees of the Nigerian Civil Aviation Authority 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 offences 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;

- That the company does not have existing loan or financial liability with a bank, other financial institution 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) Company Audited Accounts for the last three (3) years - 2020, 2021 & 2022;

- (ix) Reference letter from any reputable commercial bank in Nigeria, Indicating willingness to provide credit facility for the execution of the project when needed;
- (x) Company's profile, which should include names, qualifications and experience of key personnel with copies of their practice Licence such as COREN, QSRBN, ARCON, CORBON, etc.;
- (xi) Verifiable documentary evidence of at least three (3) similar jobs of not less than Thirty Million Naira (N30,000,000.00) each successfully completed/ongoing within the last five (5) years including copies of Letters of Award, Certificates of Completion and Photographs;
- (xii) For Consultancy Services: Evidence of Firm's current registration issued by relevant regulatory professional body(ies);
- (xiii) For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- (xiv) Electricity Jobs: Evidence of current Licence Issued by Nigerian Electricity Management Services Agency (NEMSA);
- (xv) 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 GOODS, WORKS & CONSULTANCY

Interested bidders are to sign and collect bidding documents from the office of:

Head of Procurement,

Nigeria CMI Aviation Authority,
Procurement Department,
Corporate Headquarters,
Nnamdi Azikiwe International Airport,
FCT, Abuja.

between 10:00am and 4:00pm Monday to Friday upon payment of non-refundable tender fees of N 10,000.00 per Lot through the following payment instructions below:

- Collect e-invoice from NCAA Commercial Department, Directorate of Transport Regulations (DATR) to generate invoice number.
- Pay to NCAA Remita Account No. 0020531761015/ NUBAN No. 3000054795.
- Present Remita invoice to NCAA Treasury Unit, Directorate of Finance and Accounts, to convert it to official receipt.
- Present the official receipt to Procurement Department to collect Tender Document.

(5) SUBMISSION OF BID DOCUMENTS (GOODS & WORKS)

- Technical and Financial Bids are to be submitted in two (2) hard copies A4 paper size and neatly bound. Technical bids shall be arranged In the order listed under eligibility requirements and clearly separated by dividers,
- Soft copies of the financial bids should also be submitted in a flash drive in MS Excel.
- Technical and Financial Bids must be sealed in two separate envelopes with Inscription of the project name and Lot No. The bidder's company name must be clearly written at the top left corner of the envelopes.

· All bidding documents must be clearly addressed to:

**The Secretary Tenders Board,
Nigeria Civil Aviation Authority,
Corporate Headquarters,
Nnamdi Azikiwe International Airport,
FCT, Abuja,**

and submitted/deposited in the tender box provided at Ground Floor,

**Nigeria Civil Aviation Authority,
Corporate Headquarters,
Nnamdi Azikiwe International Airport;
FCT, Abuja.**

between 10am – 4pm daily, not later than **12:00 noon on Monday, 27 November, 2023.**

(6) OPENING OF TECHNICAL BIDS (GOODS & WORKS)

Only the technical bids will be opened immediately after the deadline for submission at **12:00 noon on Monday, 27 November, 2023**, at the Conference Hall,

**Nigeria Civil Aviation Authority,
Corporate Headquarters,
Nnamdi Azikiwe International Airport;**

FCT, Abuja.

(7) SUBMISSION OF EOI DOCUMENTS (CONSULTANCY SERVICES)

Interested firms, after collecting tender documents as stated in section 4 above, are to submit two (2) bound of Expression of Interest (EOI) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed as indicated under eligibility requirements 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 dropped in the designated Tender Box provided Ground Floor,

Nigeria Civil Aviation Authority,

Corporate Headquarters,

Nnamdi Azikiwe International Airport,

FCT, Abuja.

not later than **12:00 noon on Monday, 30 October, 2023.**

(8) OPENING OF EXPRESSION OF INTEREST

The EOI will be opened Immediately after the deadline for submission at **12:00 noon on Monday, 30 October, 2023.** For further enquiries, please contact the Head of Procurement on the following telephone number 08035614093 or AGM (Procurement) on the following telephone number 08023164133

(9) GENERAL INFORMATION

(1) NCAA reserves the right to verify the authenticity of any claims made on the documents submitted by bidders.

- (2) Bidders are required to allow their bids to be scanned by NCAA Security Personnel and sign bids return register located at the security duty post before submission. Failure to comply with this security arrangement disqualifies a bidders).
- (3) Please note that NCAA will not be held liable for misplaced or wrongly submitted bids.
- (4) Failure to submit any or all eligibility requirements) documents shall automatically result in disqualification.
- (5) Originals of all the documents submitted must be produced for sighting at anytime requested.
- (6) Late submission of bids shall be returned un-opened.
- (7) All submissions must be in English Language and should be very clear on the areas of specification and lot of interest.
- (8) The award of contract for any lot is subject to availability of funds. The Authority reserves the right to prioritize the implementation of its projects.
- (9) Bidders are NOT allowed to bid for more than one (1) Lot.
- (10) In all correspondences, please quote the reference number shown above.
- (11) Attendees at the bids opening shall be required to wash hands, use hand sanitiser, wear mask and observe physical distancing. The Bids Opening in the presence of observers will be covered by video recording and invitation link will be sent to bidder who chooses to join the bid opening online;
- (12) Only pre-qualified bidders at technical evaluation will be invited for financial bids opening, while the financial bids of unsuccessful bidders will be returned un-opened.
- (13) The list of the successful and unsuccessful bidders shall be pasted on the notice board at NCAA Corporate Headquarter Abuja and NCAA, website (**www.ncaa.gov.ng**).

(14) NCAA 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.

(15) This advertisement shall not be construed as a commitment on the part of Federal Ministry of Aviation, NCAA or its staff nor shall it entitle a bidder to make any claim whatsoever and or seek any indemnity from NCAA by virtue of such bidder having responded to the advertisement.

DIRECTOR GENERAL OF CIVIL AVIATION NIGERIA CIVIL AVIATION AUTHORITY