

**NIGERIAN INSTITUTE OF LEATHER AND SCIENCE TECHNOLOGY (NILEST) ZARIA**  
**FEDERAL MINISTRY OF SCIENCE AND TECHNOLOGY**  
**PMB 1034 ZARIA, KADUNA STATE**

**INVITATION FOR PRE-QUALIFICATION AND EXPRESSION OF INTEREST FOR  
CONTRACTS UNDER 2024 CAPITAL APPROPRIATION**

**(1.0) INTRODUCTION**

Nigerian Institute of Leather and Science Technology intends to execute some capital projects in the 2024 Fiscal year. As a result of this, the Agency hereby invites submissions from experienced and competent companies with proven records to indicate interest in the under listed projects.

**(2.0) SCOPE OF WORKS**

**(2.10) WORKS**

Lot No. Descriptions	
Lot W1	Development of Leather Cluster Naki Gori, Plateau state.
Lot W2	Development of Mini Tannery at Naki Gori, Plateau state.
Lot W3	Development of Mini Production at Naki Gori, Plateau state.
Lot W4	Renovation and Furnishing of Classrooms and Lecture Halls at NILEST Headquarters
Lot W5	Completion of Leather and Leather Products Entrepreneurship Centre at Headquarters Phase VI

**(2.20) GOODS**

Provision of Solar Street Lights (3 in 1) to the following areas; Koko-Besse LGC, Lot G1 Jadadi Shiba Manyan Tafuka, Kasuwan Daji Koko all in Maiyama Koko Besse Federal Constituency Kebbi State.	
Lot G2	Provision of all in one solar street light at NILEST and NAPRI.

## (2.30) SERVICES

---

Lot S1	Dedicated Power supply.
Lot S2	Curriculum Development at Headquarters
Lot S3	Research and Development of Leather processes and Technologies.
Lot S4	Technology transfer on Leather cluster and Military and safety boots and Shoe sole Moulding machine.
Lot S5	Research and Development on Leather and Leather Products manufacture at NILEST.
Lot S6	Hosting of Non Allied Movement (NAM) for science and technology international Leather workshop.
Lot S7	Consultancy services for training of sixty people both women and youth on leather production and leather goods in Bomadi / Patani Federal constituency, Delta state.
Lot S8	Training and empowerment of youth, women and people with disability in Footwear and Leather goods manufacture in Borno.
Lot S9	Training and empowerment of Youth in leather works in Owan Federal constituency Edo state.
Lot S10	Consultancy Services for the training of Youth in Leather skills across Kaduna North senatorial District, Kaduna state.
Lot S11	Consultancy Services for the training of youth in Leather skills across Kano South Senatorial District, Kano state.
Lot S12	Consultancy Services for the training of Youth in Leather skills across Jigawa North West Senatorial District, Jigawa state.
Lot S13	Consultancy Services for skill acquisition in footwear manufacture in Kaduna South Senatorial district, Kaduna state.
Lot S14	Consultancy Services for training and starter park for youth and women in Kaduna North Senatorial District, Kaduna state.
Lot S15	Training of women and youth on Leather skills in Jigawa South West Senatorial District, Jigawa state.
Lot S16	Establishment of Data Bank for Nigerian Institute of Leather and Science Technology.
Lot S17	Development of National Leather and Leather Products Policy and strategic implementation plan.
Lot S18	Implementation of the regulatory function of NILEST in the leather industry.

### **(3.0) ELIGIBILITY REQUIREMENTS**

The interested bidders/service providers are required to submit the following:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC7. Business Name is also acceptable for Services;
- (b) 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 last three (3) years 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);
- (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 31/12/2024 or valid Certificate issued by BPP.;
- (g) Sworn Affidavit:
  - disclosing whether or not any officer of the relevant committees of the Nigerian Institute of Leather and Science Technology, Zaria 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;
  - 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;
- (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) For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- (m) Consultancy Services: Evidence of Firm's current registration with relevant regulatory professional body(ies);
- (n) Training: Evidence of Firm's current registration with the relevant regulatory professional body(ies) such as Centre for Management Development;
- (o) Electricity Jobs: Evidence of current Licence issued by Nigerian Electricity Management Services Agency (NEMSA);

(p) 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);

(q) 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.

#### **(4.0) SUBMISSION OF EXPRESSION OF INTEREST AND PRE-QUALIFICATION DOCUMENTS**

Prospective Firms should submit Expression of Interest or Pre-qualification documents for each of the lot desired, two (2) hard copies packaged in sealed envelopes and clearly marked as "Expression of Interest" or "PRE-QUAL and addressed to the Director General/Chief Executive Officer, NILEST indicating the project title and name of bidder inscribed on the left corner of the envelope while confidential is marked at the right corner of the envelope and submit in the Tender Box in the office of the Head of Procurement Unit of the Agency's National Headquarters at Sokoto Road, almost opposite the Main Gate of Ahmadu Bello University, Samaru, Zaria, Kaduna State **not later than 11:00am on Tuesday, 26 March, 2024.**

Please, ensure that you sign the Bid Submission Register in the Procurement Unit as NILEST will not be held liable for misplaced or wrongly submitted bids.

#### **(5.0) OPENING OF EOI AND PREQUALIFICATION DOCUMENTS**

The EOI and the Pre-qualification documents will be opened following the deadline for the submission of bids at **11:00am Tuesday, 26 March, 2024**, at the Board Room, NILEST, PMB 1034 Zaria, Kaduna State.

## **(6.0) GENERAL INFORMATION**

- (a) EOIs/Bids must be in English Language and signed by an official authorised by the bidder.
- (b) For further enquiries contact Procurement Unit, NILEST. Telephone: +2348033896056.
- (c) This pre-qualification /tender exercise shall not be construed as a commitment on the part of the NILEST to award the contracts to anyone or even award of a contract at all.
- (d) NILEST shall disqualify any bid which does not conform with bidding instructions.
- (e) EOIs/Bids submitted after the deadline for submission would be returned un-opened.
- (f) The Institute management reserves the right to verify the authenticity of any claim made in tender documents submitted by bidders.
- (g) The EOIs/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 EOI/bid opening online;
- (h) Pre-qualification: Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tenders;
- (i) Expression of Interest: Only shortlisted Firms will be invited at a later date for Request for Proposals;
- (j) Company with more than two on-going work projects need not apply;
- (k) The NILEST is not bound to pre-qualify/shortlist 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:**

**Engr Ibrahim Muhammad Rabiou RCOREN, MNSE, MCPP**

**Secretary,**

**NILEST Procurement Tender Board**

**For: NILEST**