

## **NIGERIAN POSTAL SERVICE (NIPOST)**

**CORPORATE HEADQUARTERS, MUHAMMED BUHARI WAY, GARKI 11 ABUJA, FCT**

**Website: [www@nipost.ng.gov](http://www@nipost.ng.gov)**

### **INVITATION TO TENDER**

#### **1. INTRODUCTION**

The Board of trustee of the Universal Postal Union (UPU) has unconditionally approved a support project to Nigerian Postal Service (NIPOST), to be fully funded by UPU. The projects, OE Centre process Automation and ICT enhancements and improve transportation of International Mail. The scheduled duration for ICT upgrade is 12 months, while for improved transportation of international Mail is 18 months.

NIPOST intends that the proceeds of this grant will be applied to eligible payments under the contract for the procurement of Computer System, Accessories and the trucks on behalf of the donor agency.

#### **2. SCOPE**

##### **CATEGORY A: GOODS**

Server	5
Window server	1
Laptops	30
Industrial laser jet printers	6
Hand held scanners	50
Thermal barcode printers	3
Bag label printers	3
Tablets	50
Solar panel system	1
Mobile network modem	50
UPS	50

##### **B. Lot -2**

- 7.5 tons trucks (5 unit mail delivery)

C. Lot -3

5 Tons Trucks (2 units for mail delivery)

### **Specification/Features**

M/T Power Steering, Sedan -like Interior, Trim and parking brake, Exhaust brake, manual window/lock, Chassis advances front and rear axles large Cargo space radio USB, Air condition, Truck dimension W2316, H-2600, water cooled, Turbo Charger, Wind Breaker, GVW(7.5 tons) 12495kg, GVW (5tons) 8495kg, Cummins Engine (7.5tons) B17033, (5tons) 140-33 Body Building, branded in NIPOST Colour with UPU logo

### **3. ELIGIBILITY REQUIREMENTS**

- a. Evidence of certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC 1.1 or CAC2 and CAC7. Business name is also acceptable for services
- b. Evidence of Company's Income Tax Clearance Certificates ( or Personal Income Tax Clearance Certificate for all the partners in case of Business name)the last three (3) years valid till 31st December 2022 with a minimum average turnover of N25 million;
- c. Evidence of Pension Clearance Certificate valid till 31st December, 2022 (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, 2022 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- e. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2022;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2022 or valid Certificate issued by BPP;
- g. Sworn affidavit disclosing whether or not any officer of the relevant committees of the Nigerian Postal Service or Bureau of Public Procurement (BPP) 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;
- h. Company's Audited Accounts for the last three years (2019, 2020, 2021)
- i. Evidence of financial capability to execute the project including reference letter from a reputable commercial bank indicating willingness to guarantee for 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

k. 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;

l. All documents for submission must be submitted with a Covering/Forwarding letter under the Company's letter head paper bearing amongst others, the Registration Number (RC) as issued by the CAC, Contact Address, Telephone Number (preferably GSM No) fax and email address. The letter head 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.

m. Evidence of firm's registration with relevant professional body e.g NAICOM/insurance, EHORECON/cleaning service reporting service NITDA/information technology, ICAN/ANAN/FINANCIAL

n. COREN/QSRBN/ARCON/CORBON/SURCON/construction, NSCDC/Security, ESVARBON/ estate surveying etc

#### **4. COLLECTION OF TENDER DOCUMENTS**

The tender documents are to be collected from the office of the head of procurement NIPOST corporate Headquarters room 222, second floor, Garki II, Abuja on evidence of payment of a non-refundable fee Of N10,000.00) Ten Thousand Naira only per Lot, paid into the NIPOST Remita account in any reputable commercial bank in Nigeria.

#### **5. SUBMISSION OF TENDER DOCUMENTS**

Prospective bidders are to submit one (1) original and tow (2) hard copies each of the technical and financial bids with softcopy of financial bids in MS Excel format packaged separately in two sealed envelopes clearly marked Technical bid or "Financial Bid. The two envelopes should be enclosed in one larger envelope right hand corner and the company's name behind and addressed to Head of Procurement not later than **12:00 noon on Monday, 16th October, 2023.**

#### **6. OPENING OF TECHNICAL BIDS**

Only the technical bids will be opened immediately after the date line for submission at 12:00 noon on Monday, 16th October, 2023 at NIPOST Corporate Headquarters Boardroom in the presence of bidders or their representatives, while the financial bids will be kept un-opened. Note that only pre-qualified bidders will be invited at a later date for financial bids opening

while unsuccessful bidders will have their financial bids documents returned to them. Please ensure that you sign the bid submission register in the office of Head of Procurement, room 222, 2nd Floor NIPOST Corporate Headquarters Garki II, Abuja as the Nigerian Postal Services shall not be held liable for misplaced or wrongly submitted bids.

## **7. GENERAL INFORMATION**

- a. Bids must be in English Language and signed by an official authorized by the bidder;
- b. Bids submitted after the deadline for submission would be returned un-opened.
- c. Bidders should not bid for more than two (2) lots
- d. Failure to submit any of the above stated requirements shall lead to disqualification of bids/EOIs.
- e. Notwithstanding the submission by any company, the Nigerian postal Service is neither committed nor obligated to offer any company or firm an award in any form of contract or its agency company.
- f. All costs will be borne by bidders;
- g. Only pre-qualified bidders at technical evaluation will be invited at later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
- h. All eligible bidders must clearly indicate the cost of each item in United States Dollars (USD). The net cost shall include the cost of delivery

Signed  
MANAGEMENT