

SHARIA COURT OF APPEAL FEDERAL CAPITAL TERRITORY

INVITATION FOR PRE-QUALIFICATION AND EXPRESSION OF INTEREST FOR JUDICIARY SPECIAL INTERVENTION PROJECTS FOR YEAR 2023

(1) INTRODUCTION

The Sharia Court of Appeal Federal Capital Territory Abuja in compliance with the Public Procurement Act, 2007 wishes to inform eligible contractors/consultants and public that the SCA FCT is to undertake the procurement of works and hereby invites contractors/consultants of good repute and relevant experience by this notice to tender for under listed projects in the fiscal year 2023:

(2) SCOPE OF WORKS AND SERVICES

LOTS	PROJECTS DESCRIPTION	LOCATION
	WORKS (CATEGORY A)	
Lot 1A	Rehabilitation of Sharia Court of Appeal Head Quarters Complex at Gudu District Federal Capital Territory, Abuja	Abuja
	SERVICES (CATEGORY B)	
Lot 1B	Consultancy for Rehabilitation of Sharia Court of Appeal Head Quarters Complex at Gudu district Federal Capital Territory, Abuja	Abuja

ELIGIBILITY REQUIREMENTS

Prospective Companies shall submit the following documents and without any of which the Company will automatically be disqualified:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7. Business Name with Form BN 1 is also acceptable for Services;
- (b) Evidence of current Annual Returns to Corporate Affairs Commission.
- (c) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax

Clearance Certificate of all the Partners in case of Business Name) for the last three (3) years valid till 31st December, 2023.

(d) 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);

(e) 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 3 and above or the bidder's annual turnover is N50m and above);

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

(g) 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.

(h) Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Sharia Court of Appeal Federal Capital Territory Abuja 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;

- (i) Company's Audited Accounts for the last three (3) years -2020, 2021, 2022;
- (j) Bank Reference Letter addressed to the Chief Registrar, Sharia Court of Appeal FCT, Abuja from a reputable Commercial Bank in Nigeria indicating willingness to provide credit facility for the execution of the project when needed;
- (k) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic and Professional Qualifications such as Architect, Quantity Surveyor, Electrical Engineer, Mechanical Engineer and Civil Engineer.
- (l) Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years as Prime Contractor/Consultant including Letters of Award/Engagement, Valuation/Job Completion Certificates and Photographs of the projects;
- (m) Category B: Evidence of Firm's current registration with relevant regulatory professional body(ies) such as ARCON, QSRBN, COREN, etc.;
- (n) Category A: List of Plants and Equipment with proof of Ownership/Lease Agreement;
- (o) For Joint Venture/Partnership, Memorandum of Understanding (MOU) should be provided indicating among others the Lead Partner(CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance 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 EXPRESSION OF INTEREST

Interested firms are to submit two (2) bound copies of Expression of Interest (EOI) separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to the Chief Registrar, Sharia Court of Appeal of the Federal Capital Territory, Gudu District, Abuja and clearly marked with the Project Name & Lot Number. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated Tenders Board at the office of the Head of Procurement **not later than 12:00 noon on Wednesday, 10 January, 2024.**

(5) SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

Interested bidders are to submit two (2) bound copies 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 Chief Registrar, Sharia Court of Appeal of the Federal Capital Territory Abuja and clearly marked with the Project Name & Lot Number. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated Tenders Board at the office of the Head of Procurement **not later than 12:00 noon Monday, 15 January, 2024.**

(6) OPENING OF EXPRESSION OF INTEREST AND PRE-QUALIFICATION DOCUMENTS

The EOI and Pre-Qualification documents will be opened immediately after the deadlines for submission at **12:00noon on Wednesday, 10 January, 2024 and 12:00noon Monday, 15 January, 2024**, respectively, at the Court room of the Sharia Court of Appeal of the Federal Capital Territory. Please ensure that you sign EOI/Bid submission register in the office of the Head of Procurement, Sharia Court of Appeal of the Federal Capital Territory, Abuja, as the Court will not be held liable for misplaced or wrongly submitted bids.

(7) GENERAL INFORMATION

- (i) EOIs/Bids must be English language and signed by an official authorized by the bidder.
- (ii) Late submission will be returned un-opened.

- (iii) All cost will be borne by the bidders.
- (iv) If any information provided is found to be false at any stage of the exercise, it will lead to outright disqualification of the firm/company.
- (v) This advertisement shall not be construed to be a commitment on the part of the sharia court of appeal of the federal capital territory, Abuja nor shall it entitle the submitting company to make any claims whatsoever or seek any indemnity from the court by virtue of such company having responded to this advert.
- (vi) 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 EOIs/bid opening online;
- (vii) Category A: Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tender documents;
- (viii) Category B: Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals;
- (ix) The Sharia Court of Appeal Federal Capital Territory Abuja 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:

CHIEF REGISTRAR,

SHARIA COURT OF APPEAL OF THE FEDERAL CAPITAL TERRITORY, ABUJA.