

## **TAFAWA BALEWA SQUARE MANAGEMENT BOARD**

### **INVITATION TO TENDER/EXPRESSION OF INTEREST FOR 2024 CAPITAL PROJECT**

#### **1. INTRODUCTION**

The Tafawa Balewa Square Management Board Lagos, a parastatal of the Federal Ministry of Industry, Trade and Investments, in compliance with the Public Procurement Act, 2007, hereby invites interested and relevant companies to participate in the tendering process towards the implementation of the 2024 Capital projects as itemized below:

#### **2. SCOPE OF WORKS/SUPPLIES/SERVICES**

##### **Lot No Project Title**

LOT 1: Renovation of old TBS Management office building in TBS complex, Island, Lagos

LOT 2: Purchase of one (1) number operational vehicle in in TBS complex, Island, Lagos

LOT 3: Supply of banquet chairs and banquet tables in TBS complex, Island, Lagos

LOT 4: Phase 1, concrete spalling treatment on the East and West pavilion concrete structures, in TBS complex, Island, Lagos

#### **3. ELIGIBILITY REQUIREMENTS**

**All interested participants wishing to submit a tender for any of the above lots should show the following:**

- a) Evidence of certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7(or CAC 1.1)
- b) Evidence of Company's Income Tax Clearance Certificates the last three (3) years valid till 31st December 2024; with minimum average annual turnover of N50 million for works
- 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 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, 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 Tafawa Balewa Square Management Board 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;

- That no director has been convicted in any county for any criminal offence relating to fraud impropriety or criminal misrepresentation or falsification of facts relating to any matter.

- That the company is not in receivership, the subject of any form or bankruptcy proceedings or the subject of any form of winding up petition or proceeding

- That the company does not have existing loan or financial liability with a 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.

h) Company's Audited Accounts for the last three years (2021, 2022 & 2023);

i) Reference letter from a reputable commercial bank 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;

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) Works: list of plants/equipment with proof of ownership/lease agreement;

m) Lot 3: letter of Authorization as representative of the original equipment manufacturers (OEMs);

n) Only companies included in the National Automotive design and development Councils approved list of Local manufacturers of vehicles or their authorized representatives should bid for vehicles;

o) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificates, 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 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.

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

Interested companies are to collect the Standard Bidding Documents from the office of the Head, Maintenance/Technical Services of Tafawa Balewa Square Management Board, TBS Complex, after paying a non-refundable

tender fee of N10, 000.00 (Ten Thousand Naira) per Lot, paid into the Tafawa Balewa Square Management Board's Treasury Single Account (TSA) domiciled with the Central Bank of Nigeria (CBN) via remita.

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

Prospective bidders are to submit bid for each of the Lots desired, three (3) hard copies each of the Technical and Financial bids with soft copy of financial bid only in MS Excel format, saved in a detachable USB drive (Flash Drive and packaged separately in salad envelopes and clearly marked "technical Bid" and "Financial Bid". Thereafter, put the three (3) sealed envelopes together in a bigger sealed envelope with the Lot number and title of the project boldly written on the reversed side of the sealed envelope and addressed to the **Managing Director, Tafawa Balewa Square Management Board, TBS Complex, Lagos. Submissions must be made not later than 12:00 noon, Monday, 18th March, 2024.**

## **6. OPENING OF TECHNICAL DOCUMENTS**

Only the technical bids will be opened immediately after the deadline for submission at **12:00 noon, Monday, 18th March, 2024** at the Conference Room of Tafawa Balewa Square Management Board, TBS Complex, Lagos, while the financial bids will be kept unopened.

Please ensure that you sign the Bid Submissions Register in the office of the Managing Director, Tafawa Balewa Square Management Board will not be held liable for misplaced or wrongly submitted bids

## **7. GENERAL INFORMATION**

- i. Bids must be in English Language and signed by an official authorized by the bidder;
- ii. Bids submitted after the deadline for submission would be returned unopened;
- iii. Bidders should not bid for more than two (2) lots
- iv. All cost will be borne by the bidders;
- v. The 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;

vi. Bids can be collected in soft copies and Bidders can submit through Post (Courier Services);

vii. Only pre-qualified bidders at technical evaluation will be invited at later date for financial bids opening, while the financial bids of unsuccessful bidders will be returned unopened;

viii. The Tafawa Balewa Square Management Board is not bound to prequalify /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:  
MANAGEMENT