

**National Root Crops Research Institute (NRCRI), Umudike**

**P.M.B. 7006**

**Umuahia, Abia State**

**Nigeria**

**Advertisement for Pre-Qualification and Tender**

**(1) Introduction**

In compliance with the requirement of the Public Procurement Act of the Federal Government of Nigeria, the National Root Crops Research Institute, Umudike (NRCRI) Abia State, hereby invites interested, competent and reputable service provider with relevant experiences, requisite expertise and good track record for timely delivery of projects to apply for pre-qualification and tender exercise for execution of the following project Year 2016 Capital Projects.

**(1.1) Projects:**

- Lot 1: Asphalt Tarring of Internal Road at Headquarters Umudike.
- Lot 2: Construction of Office Block at Igbariam Anambra State.
- Lot 3: Construction of Office Block at Iresi Sub-Station Osun State.
- Lot 4: Construction of Developed Technology Showroom.
- Lot 5: Renovation and Furnishing of Old Guest House at Headquarters Umudike.
- Lot 6: Grading of Internal Farm Roads at the Headquarters and all Sub-Station.
- Lot 7: Procurement of Tractor (MF 435) with Complete Set of Implement.
- Lot 8: Procurement of New Utility Vehicles.
- Lot 9: Procurement of Laboratory Chemicals, Equipment's and Consumables

**(2.0) Mandatory/Eligibility Requirements**

Interested eligible service provider is required to submit the following documents specified below in order and page-numbered to qualify for consideration:

- (a) Certificate of Incorporation with Corporate Affairs Commission (CAC)
- (b) Current Tax Clearance Certificate for the last three (3) years – 2013-2015

- (c) VAT Certificate and VAT remittances to Federal Inland Revenue Services (FIRS) in the last three years (2013 – 2015).
- (d) Evidence of compliance certificate with the provisions of the Pension Reform Acts, 2004 with (at least 5) employees on Pension Scheme.
- (e) Audited Company Account for the last three (3) years i.e. 2013, 2014, 2015.
- (f) A sworn affidavit indicating that all documents submitted are genuine and verifiable.
- (g) Consent to allow for verification of all the documents submitted Including CAC, Inland Revenue, VAT remittance, Pension and Industrial Training Fund and Company's financial standing with the bankers.
- (h) Evidence of compliance with the Statutory Provision of section 8 (1-3) of the Industrial Training Fund (Amendment) Act 2011.
- (i) Comprehensive Company Profile showing Organizational structures, list of staff including Curriculum Vitae of key personnel involved in project implementation stating qualifications and professional registration where applicable (enclose photocopies of professional qualifications).
- (j) Evidence of possession of a substantial proportion of equipment required to successfully execute the contract. State location of the plants and equipment for ease of verification.
- (k) Evidence of financial capability with Bank reference letter indicating accessibility to credit facilities with maximum amount stated.
- (l) Bank statement of account for the last three (3) months and letter authorizing the Institute to verify same from the Bank.
- (m) Evidence of performance on similar verifiable and successfully executed projects in the last three years (2013 – 2015) stating: clients, location, letter of awards, cost with completion Certificates and photographs attached.
- (n) A sworn affidavit that none of the directors has been convicted in any country for a criminal offence including fraud or financial Impropriety.
- (o) Quality assurance/control manuals for the company.

### **(3.0) Methods of Packaging/Submission of Pre-qualification Documents:**

Interested Contractors are required to prepare and submit their Bid Documents hand written in a sealed envelope. Clearly written at the top right corner of the envelope (Technical or Financial), the project title, reference number of the project Interested in, Lot No. and the envelope should be addressed to:

#### **The Executive Director**

**National Root Crops Research Institute,**

**Umudike, Abia State**

Original documents should be available for sighting on demand during and after opening of pre-qualification documents. Contractors shall be required to pay a non-refundable processing fee of N25,000.00 (Twenty Five Thousand Naira only per lot). Payable at the Cash Office of the Institute for collection of relevant financial bid documents from the office of the Admin. Secretary.

### **(4.0) Submission of Bid Documents**

The bid documents (Technical) should be submitted and dropped in a marked box at the office of the Admin, Secretary, National Root: Crops Research Institute, Umudike, Abia State latest **on or before 12.00noon 23<sup>rd</sup> March, 2016**. Pre-qualifications documents will be opened immediately on the same date in the Institute Conference Hall AERLS by 12.30pm in the presence of representatives of the Companies who choose to attend.

Pre-qualified Contractors shall be notified accordingly and shall show evidence of payment of non-refundable fee to enable them obtain their tender documents. In submitting the Company profile please, state clearly the Company's full contract address, GSM phone number and e-mail address required for ease of communication.

### **(5.0) Note Please**

- Bidding will be concluded through the National Competitive Bidding (NCB) procedures as specified in Procurement Act 2007.
- Interested bidders may obtain further information from the Procurement Officer NRCRI.
- Failure to satisfactorily fulfill these conditions as requested above will result to invalidation of such bid.
- NRCRI shall reserve the right to verify the authenticity of claims made by the bidding parties and reject any submission based on unverifiable information.
- Submission of bids by post or courier will not be acceptable and any bid received at the designated location after the required time and date shall be considered late and non-responsive.

- Only shortlisted Firms/Companies would be contacted.
- This advertisement is published for information purpose only and should not be considered as a commitment or obligation on the part of the Institute to award contract.
- The Institute is not bound to shortlist any bidder and reserves the right to annul the bidding process without incurring any liabilities and assigning any reason thereof.
- NRCRI will not be responsible for any cost incurred by any interested party in connection with any response to an Inquiry nor shall it entitle any party submitting documents to claim any indemnity from the Institute.

**Mbanaso M.O. (Mrs.)**

**Admin. Secretary**