

National Institute for Educational Planning and Administration (NIEPA), Ondo

Appointment of Coordinating/Biometric Consultant for Capacity Building Workshops (MDGS Project)

The National Institute for Educational Planning and Administration (NIEPA), Ondo is in the process of executing the 2011 Capacity Building Workshop for 28,800 Head Teachers of Primary Schools in about 111 designated training centres across the nation. The workshops are scheduled to hold between September and November, 2011. The purpose of the training is to upgrade the skills of the Head Teachers on effective school administration. The participants will also be given Training Manuals and Work Books.

The workshops will be funded from the Debt Relief Grant and implemented under the Millennium Development Goals (MDGs) Projects. The National Institute for Educational Planning and Administration, Ondo is by this advertisement inviting reputable consulting firms to apply for pre-qualification appointment to coordinate some activities during the six-day training workshops in the six geo-political zones.

The Coordinating Consulting firms will be expected to:

- i. Coordinate the provision and distribution of light refreshment to Participants and Resource Persons in each designated centre in the states within each geo-political zone and

- ii. Coordinate the provision and distribution of customized stationery items to Participants and Resource Persons in each designated training centre in the states within each geo-political zone.

The Biometric Consultant will be expected to:

- i. Assist the Institute in creating Data base of participants

- ii. Assist the Institute in screening out repeaters

- iii. Generate statistics for decision making according to different criteria

- iv. Generate Report according to the Format by the Institute

Pre-Qualification Requirements

Interested firms should submit their bids along with the documents mentioned hereinafter in a sealed envelope to the address indicated below. Failure to submit any of the under listed documents may lead to the disqualification of the bid:

- i. Full detail of the Company's profile
- ii. Certificate of Registration with the Corporate Affairs Commission
- iii. Tax Clearance Certificate for at least Three years
- iv. Evidence of similar job(s) executed in the past (with verifiable address)
- v. Organizational structure, available manpower with list of technical staff with their resumes
- vi. List of equipment/Distribution facilities
- vii. Evidence of financial capability/Bank Reference and Annual Turn Over of at least N50 Million **Duly Stamped by the Bank.**
- viii. Company audited accounts over the past the past three years
- ix. Evidence of Registration with Pensions/Commission in compliance with provisions of. Sector16(6) (d) of the Public Procurement Act, 2007 (PPA 2007)
- x. Payment of non-refundable bidding fee of N30,000.00 (Thirty Thousand Nair only) payable to the National Institute for Educational Planning and Administration (NIEPA), Ondo.
- xi. Evidence of VAT Registration and Remittance

Enquiries for additional information should be directed to the address below, where they can also see samples of stationery items.

Selection Criteria

Consulting firms will be selected in accordance with the provisions of the Procurement Act 2007 and Due Process mechanism.

Bid Presentation

Interested firms are to submit separate pre-qualification Proposal in sealed envelope. The proposal together with the documents earlier listed are to be submitted in sealed envelope addressed to the **Director-General and Chief Executive, National Institute for Educational Planning and Administration (NIEPA), Km. 4, Laje Road, P.M.B. 562, Ondo, Ondo State**, duly marked "**COORDINATING OR BIOMETRIC CONSULTANCY**". The bid should be dropped in the Tender Box in the Office of the Director-General. Bidder's name, address and telephone numbers should be indicated on the reverse side of the envelope. Bidders are to ensure that they also sign the Submission Register in Director-General/CEO's office.

Closing Date

All bids must be delivered to the address above on or before 22nd September 2011 by 12.00 noon.

Director-General and Chief Executive Office