

## **National Teachers' Institute (NTI), Kaduna**

### **Appointment of Coordinating/Biometric Consultant for Capacity Building Workshops (MDGs Project)**

The National Teachers Institute (NTI), Kaduna, is in the process of implementing the 2011 Capacity Building Workshops for 125,000 Primary and Junior Secondary School teachers in about 246 designated training centres nationwide. The workshops are scheduled to hold during the Long Vacation (August-September 2011). The essence of the training is to refresh the participants in the innovative techniques of teaching the four primary school core subjects and the J.S.S. i.e. (English Language, Mathematics, Social Studies and Basic Science and Technology). Participants will also be issued with Handbook and Flash Cards.

The workshops will be funded from the Debt Relief Grant and implemented under the Millennium Development Goals (MDGs) Projects. The National Teachers' Institute is by this advertisement inviting reputable consulting firms to apply for prequalification 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 customised 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 decided by the Institute

## **Prequalification 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 addresses)
- v. Organisational 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 three years
- ix. Evidence of Registration with Pensions Commission in compliance with provisions of Section 16(6) (d) of the Public Procurement Act. 2007 (PPA 2007)
- x. Payment of non-refundable bidding fee of N30,000.00 (Thirty Thousand Naira only) .payable to the National Teachers' Institute Kaduna
- xi. Evidence of VAT Registration and Remittance

Enquiries for additional information should be directed to the address below, Please, note that samples of stationery items are available at NTI Headquarters, Kaduna

## **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 prequalification 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 Teachers' Institute, Km 5 Kaduna-Zaria Road. P.M.B 2191, Kaduna Duly marked "COORDINATING OR BIOMETRIC CONSULTANCY"**. The bid should be dropped **in** the Tender Box in the office of the Registrar, **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** the Registrar's office.

## **Closing Date**

All bids must be delivered to the address below not later than 12.00 noon on the 25<sup>th</sup> July, 2011.

**Signed**

**Registrar**