

NATIONAL TEACHERS' INSTITUTE, (NTI), KADUNA

INVITATION TO PARTICIPATE IN THE PRE-QUALIFICATION/TENDERING EXERCISE

The National Teachers' Institute (NTI) Kaduna is inviting interested, competent and qualified registered printing companies to submit Technical proposal as a pre-requisite for pre-qualification, for the production of 2017 BDPs/PGDE/ADE/NCE/PTTP Course Materials.

PRE-QUALIFICATION REQUIREMENTS Interested companies should submit the documents listed below:

- (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 (2014, 2015 & 2016).
- (iv) Evidence of VAT Registration and Remittance.
- (v) Evidence of similar jobs(s) executed in the past (with verifiable addresses).
- (vi) Organisational structure, available manpower with list of technical staff with their resumes.
- (vii) List of equipment/Distribution facilities
- (viii) Evidence of financial capability/Bank Reference and Annual Turn Over of at least N50 Million Duly Stamped by the Bank
- (ix) Company audited accounts over the past three years (2014, 2015 & 2016).
- (x) Evidence of Registration with Pensions Commission in Compliance with provisions of Section (16 (6) (d) of the Public Procurement Act, 2007 (PPA 2007).
- (xi) Payment of non-refundable bidding fee of N 10,000.00 (Ten Thousand Naira only) in Bank Draft payable to the National Teachers Institute, Kaduna.
- (xii) Evidence of payment of Training Contributions to Industrial Training Fund (ITF) in line with Section 6 (1) – (3) of the amended ITF Act. No.19 of 2011
- (xiii) Evidence of Compliance with the Employer's Compensation Act which requires that all Employers of Labour must remit 1% of the total annual emolument of their workers to the Nigerian Social Insurance Trust Fund.

(xiv) Evidence of Registration with Financial Reporting Council of Nigeria in line with the Federal Government Circular with reference No. SGF/ OP/1/S.3/IX/547 of 14th March, 2013 (a copy of FRC Certificate must be attached).

SELECTION CRITERIA

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

BID PRESENTATION

Interested firms are to submit prequalification/Technical Proposals 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, KM5 Kaduna-Zaria Road, P.M.B. 2191, Kaduna duly marked Production of Course Materials**". 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

Closing date for the submission of Technical bids is **Thursday, 2nd March, 2017 not later than 12.00 noon** at the Registrar's office, NTI Headquarters Kaduna; while bids will be immediately opened on the same day at the SMASE complex building NTI Headquarters, Kaduna.

Signed
Management