

## INVITATION TO TENDER ADMINISTRATIVE STAFF COLLEGE OF NIGERIA (ASCON)

### TOPO – BADAGRY

#### (1.0) INTRODUCTION;

The Administrative Staff College of Nigeria (ASCON) is desirous of executing the projects listed under 1.1 below and also engaging the services of a reputable and competent Civil and Electrical Engineering Consultant for the execution of renovation works under the 2018 Budget. Consequently the College wishes to invite interested companies to submit their bids or express their interest as the case may be.

#### 1.1(a). SUPPLY OF LEARNING AIDS

S/N	Description	Location
Lot 1	Supply of multi media Projectors	ASCON, Topo – Badagry
Lot 2	Supply of Desktop computers	ASCON, Topo – Badagry
Lot 3	Supply of Printers, Scanners and Amplifier	ASCON, Topo – Badagry

#### 1.1(b) EXPRESSION OF INTEREST (Consultancy services)

S/N	Description	Location
Lot 1	Renovation works in the hostel blocks and Admin, Offices	ASCON, Topo – Badagry

#### (2.0) ELIGIBILITY CRITERIA:

Interested bidders are required to submit the under listed documents;

#### (2.1) FOR SUPPLIERS;

- (i) Evidence of company registration with Corporate Affairs Commission;
- (ii) Proof of company's technical ability to provide consultancy services in both civil and electrical engineering;
- (iii) Company's financial details including tax clearance certificate;
- (iv) VAT Certificate;
- (v) Company profile to include names, qualifications, experience of key personnel;

(vi) Evidence of registration with Bureau of Public Procurement; and

(vii) Evidence of compliance with the Nigeria Social Insurance Trust Fund (NSITF).

## **(2.2) FOR CONSULTANCY SERVICES:**

In addition to the requirements listed in 2.1 above, interested firms must produce:

(i) Evidence of registration with relevant professional body.

## **(3.0) BID COLLECTION**

Bidding documents for supplies are available for collection in the Procurement Department, Room 19, Administrative/Teaching Block ASCON Phase I Complex, Topo – Badagry on payment of a non-refundable fee of Ten Thousand Naira (N10,000.00) only.

## **(4.0) BID SUBMISSION AND CLOSING DATE:**

Completed tender document must be submitted in sealed envelope and clearly marked 'Tender for..... (for the project tendered for). The envelope which should be addressed to the Director-General, ASCON. P.M.B. 1004, Topo – Badagry must be dropped in the designated Tender Box in the Office of the Director-General **on or before 12:00 noon on 27 September, 2018.**

Please note that this is not an invitation to tender in the case of consultancy services as full tendering procedure would be provided to only consultants that have been successfully pre-qualified.

## **(5.0) OPENING OF BIDS**

All bidders or their representatives, civil society organizations and interested stakeholders are invited to attend the Bid Opening **on Thursday 27 September, 2018** in the College Boardroom at **12:00 noon.**

**SIGNED:**

**DIRECTOR IN-CHARGE (PROCUREMENT)**

**FOR: DIRECTOR-GENERAL**