

Overview

NATIONAL TEACHERS' INSTITUTE, KADUNA

KM 5 KADUNA-ZARIA ROAD, RIGACHUKUN, P.M.B. 2191, KADUNA STATE OF NIGERIA

INVITATION TO TENDER AND EXPRESSION OF INTEREST FOR YEAR 2021 CAPITAL AND SUSTAINABLE DEVELOPMENT GOALS (SDGS) PROJECTS NATIONAL TEACHERS' INSTITUTE, KADUNA

(1) INTRODUCTION

The National Teachers' Institute, Kaduna is in the process of implementing the 2021 capital projects as well as Teacher Training Programmes for Teachers in Primary and Junior Secondary School in 36 states and FCT with funds provided by the Federal Government of Nigeria through the Sustainable Development Goals (SDGs) Support Intervention Project, Consequent upon the forgoing, interested competent and reputable companies with expertise in the relevant fields are hereby invited to submit tender for its Invitation to Tender Notice (ITN) in the following;

(2) SCOPE: 2021 CAPITAL PROJECTS;

CATEGORY A: WORKS

Lot 1	Construction of NTI Kano State Office, Kano State;
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CATEGORY B: GOODS

Lot 2 Printing of Training Manuals and Customized Stationary items for participants in the 6-Geo-political Zones.

Lot 2A North Central Zone

Lot 2B North West Zone

Lot 2C North East Zone

Lot 2D South West Zone

Lot 2E South South Zone

Lot 2F South East Zone

CATEGORY C: NON-CONSULTANCY SERVICES

Lot 3	Event Managers in the 6-Geo-political Zones;
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Lot 3A	North Central Zone
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Lot 3B	North West Zone
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Lot 3C	North East Zone
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Lot 3D	South West Zone
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Lot 3E	South South Zone
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Lot 3F	South East Zone
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CATEGORY D: CONSULTANCY SERVICES (EXPRESSION OF INTEREST)

Lot 4	Training Component “A” Special Education Needs and Disabilities (SENDs) and Awareness on Early Childhood Intervention Training for Primary and Junior Secondary School Teachers in the 36 states and FCT.
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Lot 5	Training Component “B” Moral HIV and AIDs Awareness for Junior Secondary School Teachers in the States and the FCT.
Lot 6	Training of Head Teachers and School Administrators on Academic Leadership and Digital Literacy in the 36 states and the FCT.
Lot 7	Training on Efficient Record Management for Teachers in Marte/Monguno Borno State.
Lot 8	Training on Electronic Documentation and Provision of Laptops to Teachers in Marte/Monguno/Nganzai, Borno State.

(3) ELIGIBILITY 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 shall lead to the disqualification of the bid:

- (a) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7 Business Name is also acceptable in case of Services.
- (b) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the last three (3) years valid till 31 December, 2021;
- (c) Evidence of current Pension Clearance Certificate valid till 31 December, 2021;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31 December, 2021;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31 December, 2021;

- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2021 or valid Certificate issued by BPP.
- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the National Teachers' Institute, Kaduna or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
- (h) Company's Audited Accounts for the last three (3) years – 2018, 2019, 2020;
- (i) Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (j) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, CORBON etc.,
- (k) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- (l) Category A: List of Plants/Equipment with proof of Ownership/Lease;
- (m) Lots 3 & 8: Evidence of past experience in implementing teacher development workshops at a national capacity (across the 36 states and FCT);
- (n) Category D: Evidence of Firm's current registration with relevant regulatory professional body(ies);
- (o) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper hearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

(4) COLLECTION OF BID DOCUMENT (CATEGORY A-C)

Interested and eligible bidders may obtain further information and collect bidding documents from the procurement unit between 9:00am to 4:00pm (Mondays to Fridays) upon submission of evidence of payment of a non-refundable tender fee of N 10,000.00 only for each LOT to the National Teachers' Institute, NTI Treasury Single Account (TSA) using Remita platform to any bank and present the REMITA Retrieval Reference RRR and Bank teller receipts to Office No: DR 10, Directorate Department, National Teachers' Institute, (NTI) Headquarters, KM 5 Kaduna-Zaria Road, Kaduna. Consultants interested in Category D are not expected to pay at this stage until after EOI short-listing.

(5) SUBMISSION OF TENDER DOCUMENTS (CATEGORY A-C)

Completed Technical and financial bids shall be submitted in two separate envelopes, clearly tape sealed and clearly marked "Technical Bids for Lot Number and Financial Bid for Lot Number Inserted in a bigger 3" envelope. The Project titles, Lot number and contractor's name must be clearly written on top of each envelope. Bids shall be addressed to the Director-General and Chief Executive, National Teachers' Institute, (NTI) KM 5 Kaduna-Zaria Road, Rigachikun. P.M.B. 2191, Kaduna. Between the hours of 10:00am and 4:00pm, Mondays to Fridays. The bids should be dropped in the Tender Box at the office of the Registrar National Teachers' Institute. (NTI), **not later than 12:00 noon on Tuesday, 25 May, 2021**. Bidders are to ensure that they also sign the Submission Register in the Registrar's office.

(6) SUBMISSION OF EOI DOCUMENTS (CATEGORY D)

Interested firms are to submit two (2) bound of Expression of Interest (Eoi) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to Director-General and Chief Executive, National Teachers' Institute (NTI), KM 5 Kaduna-Zaria Road, Rigachikun, P.M.B 2191, Kaduna. Between the hours of 10:00am and 4:00pm, Mondays to Fridays. The bids should be dropped in the Tender Box at the office of the Registrar National Teachers' Institute, (NTI), **not later than 12:00 noon on Tuesday, 27 April, 2021**. Bidders are to ensure that they also sign the Submission Register in the Registrar's office.

(7) OPENING OF BIDS/EOI

Technical Bids will be opened immediately after the deadline for submission at **12:00 noon on Tuesday, 25 May, 2021** in the SMASE Complex Building National Teachers' Institute, (NTI) headquarters Kaduna.

Also, EOI will be opened immediately after the deadline for submission at **12:00 noon on Tuesday, 27 April, 2021** in the SMASE Complex Building National Teachers' Institute, (NTI) headquarters Kaduna.

(8) IMPORTANT INFORMATION

- (i) Bidders are instructed not to apply more than one (1) LOT.
- (ii) Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording with the presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency and shall be made available to bidders upon request;
- (iii) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- (iv) Category A-C: Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
- (v) Category D: Only shortlisted firms will be contacted at a later date for collection of Request for Proposals;
- (vi) All bids send by post/e-mail will be rejected;
- (vii) Late submission will be returned un-opened;
- (viii) Failure to comply with the instruction(s) and non-provision of any required documents may automatically result in disqualification;

(ix) This advert shall not be construed to be a commitment on the part of NTI nor shall it entitle the bidding companies to any claim whatsoever and/ or seek indemnity from NTI by virtue of such company's having responded to the advertisement;

(x) The NTI, Kaduna is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007

SIGNED:

MANAGEMENT