

THE WEST AFRICAN EXAMINATIONS COUNCIL (WAEC)

PRIVATE MAIL BAG NO. 1022. YABA, LAGOS

INVITATION TO TENDER

(1) PREAMBLE/SCOPE OF WORKS

The West African Examinations Council (WAEC) is desirous of building a Branch Office Complex at Yenagoa, Bayelsa State.

Consequently, reputable contractors in the following fields are hereby invited to tender:

- (1) Building/ Civil Engineering.
- (2) Mechanical/Electrical Engineering.

The Branch Office Complex shall be made up of an office block on two floors comprising security rooms and offices, a police post and external mechanical and electrical (M/E) works.

(2) PRE-QUALIFICATION AND TENDER DOCUMENTS

- (1) Company profile.
- (2) Evidence of tax clearance for 2013 – 2015.
- (3) Certificate of Company incorporation with Corporate Affairs Commission.
- (4) VAT registration certificate
- (5) Evidence of execution and completion of similar projects in the last three 3 years.
- (6) Company audited accounts for the last three 3 years.
- (7) Availability of verifiable plant and equipment that would be used for the project.
- (8) Evidence of registration with relevant professional bodies.
- (9) Letter of reference from Bankers.
- (10) Certificate of Compliance issued by the National Pension Commission as the evidence of compliance with the Pension Reform Act 2004.
- (11) Certificate of Compliance issued by Industrial Training Fund (ITF), in compliance with Section 6(2) of the ITF Amendment Act 2011.

(3) PRE-QUALIFICATION AND TENDER DOCUMENTS

Interested bidders are requested to submit their pre-qualification and thereafter, collect soft copies of tender documents from the office of the Deputy Registrar/Head of Works Department, WAEC, Yaba between the hours of 10.00am and 3:00pm on official working days, after the payment of a non-refundable processing fee of N20,000.00 (twenty thousand naira only) for building/civil engineering companies, and N10,000 00 (ten thousand naira only) for M/E engineering companies.

Payment shall be in certified bank draft payable to "The West African Examinations Council, Yaba",

The documents comprise Bills of Quantities, complete with specifications, instructions to persons tendering and covering letter which must state clearly the completion period.

(4) SPECIAL NOTES

(1) Tendering contractors are expected to visit the site (on appointment) to ascertain all the necessary requirements for the tender and project planning.

(2) Works programme is required as a hack up to the stated completion period coupled with a method statement.

However, it is pertinent to note that the project is required to be completed within the shortest possible time.

(3) Hard copies of the complete tender documents and drawings may be sighted at WAEC, Yaba, Lagos.

The tenders are to be returned in hard copies printed from the CD, enclosed and submitted in sealed envelopes to the office of the Director of Finance, WAEC, Yaba **on or before 12:00 noon, on 17th March, 2017** with reference at the top left hand marked, "Tender for Construction of Branch Office Complex at Yenagoa" and addressed to;

The Head of National Office

The West African Examinations Council

21, Hussey Street, Yaba, Lagos

SIGNED

MANAGEMENT