

NATIONAL LIBRARY OF NIGERIA

PLOT 274 SANUSI DANTATA HOUSE, CENTRAL; BUSINESS DISTRICT, ABUJA

INVITATION TO TENDER/EXPRESSION OF INTEREST FOR THE IMPLEMENTATION OF 2018 CAPITAL PROJECTS NATIONAL LIBRARY OF NIGERIA

(1.0) INTRODUCTION

The National Library of Nigeria in compliance with the provisions of the Public Procurement Act, 2007, wishes to invite seasoned and qualified contractors to submit bids for the under listed Capital and Constituency projects as appropriated in the 2018 Appropriation Act.

(2.0) SCOPE OF WORK

CATEGORY A: WORKS

LOT 1A: RE-ROOFING AND RENOVATION OF EXISTING STATE BRANCH BUILDINGS IN
227 H/M LAGOS

LOT 1B: RE-ROOFING AND RENOVATION OF EXISTING STATE BRANCH BUILDINGS IN
IMO

LOT 1C: RE-ROOFING AND RENOVATION OF EXISTING STATE BRANCH BUILDINGS IN
PLATEAU

LOT 1D: RE-ROOFING AND RENOVATION OF EXISTING STATE BRANCH BUILDINGS IN
BENUE

LOT 1E: FENCING OF NATIONAL LIBRARY STATE BRANCHES BUILDING BAUCHI

LOT 1F: FENCING OF NATIONAL LIBRARY STATE BRANCHES BUILDING SOKOTO STATE

LOT 1G: FENCING OF NATIONAL LIBRARY STATE BRANCHES BUILDING NIGER STATE

LOT 1H: FENCING OF NATIONAL LIBRARY STATE BRANCHES BUILDING JIGAWA

LOT 1I: INTERLOCKING OF ADAMAWA STATE BRANCH PROTOTYPE BUILDING IN YOLA

LOT 1J: FENCING, RENOVATION AND PROVISION OF READING SHELTER IN NASARAWA STATE BRANCH, LAFIA

LOT 1K: CONSTRUCTION AND EQUIPPING OF SECONDARY SCHOOL LIBRARY IN ISAN LGA OF EKITI STATE (CONSTITUENCY PROJECT)

LOT 1L: CONSTRUCTION AND EQUIPPING OF E-LIBRARY AT UZOAKOLI BENDE LGA, ABIA STATE (CONSTITUENCY PROJECT)

CATEGORY B: GOODS

LOT 2A: PURCHASE OF FOREIGN REFERENCE MATERIALS

LOT 2B: PURCHASE OF NIGERIAN REFERENCE MATERIALS

LOT 2C: PURCHASE OF CATALOGUING TOOLS

LOT 2D: PURCHASE OF FOREIGN MONOGRAPHS

LOT 2E: PRODUCTION OF NBN (NATIONAL BIBLIOGRAPHY OF NIGERIA)

LOT 2F: PURCHASE OF OFFICE FURNITURE FOR HEADQUARTERS & 27 STATE BRANCHES

LOT 2G: PURCHASE OF LIBRARY FURNITURE/EQUIPMENT FOR HEADQUARTERS & 27 STATE BRANCHES

LOT 2H: PURCHASE OF COMPUTER DESKTOPS, LAPTOPS & PHOTOCOPIERS

LOT 2I: PURCHASE OF COMPUTERS PRINTERS

LOT 2J: PURCHASE OF MOTOR VEHICLES FOR LEGAL DEPOSIT ENFORCEMENT

LOT 2K: PURCHASE OF DIGITIZATION SCANNERS AND SUBSCRIPTION TO ONLINE DATA BASE

LOT 2L: PURCHASE OF COMPUTER ACCESSORIES

CATEGORY C: SERVICES

LOT 3A: EVENT MANAGER FOR READERSHIP PROMOTION CAMPAIGN 36 STATES AND FCT

LOT 3B: EVENT MANAGER FOR SENSITIZATION WORKSHOP FOR AUTHORS AND PUBLISHERS IN FOUR GEOPOLITICAL ZONES

LOT 3C: PRESERVATION AND CONSERVATION OF HISTORICAL MATERIALS (FUMMIGATION) NORTH-WEST ZONE

LOT 3D: PRESERVATION AND CONSERVATION OF HISTORICAL MATERIALS (FUMMIGATION) NORTH-EAST ZONE

LOT 3E: PRESERVATION AND CONSERVATION OF HISTORICAL MATERIALS (FUMMIGATION) NORTH-CENTRAL & ABUJA ZONE

LOT 3F: PRESERVATION AND CONSERVATION OF HISTORICAL MATERIALS (FUMMIGATION) SOUTH-WEST ZONE

LOT 3G: PRESERVATION AND CONSERVATION OF HISTORICAL MATERIALS (FUMMIGATION) SOUTH-SOUTH & SOUTH EAST ZONE

LOT 3H: PRESERVATION AND CONSERVATION OF HISTORICAL MATERIALS (RESTORATION OF ARCHIVAL MATERIALS & BINDING OF NEWSPAPERS) NORTH-WEST ZONE

LOT 3I: PRESERVATION AND CONSERVATION OF HISTORICAL MATERIALS (RESTORATION OF ARCHIVAL MATERIALS & BINDING OF NEWSPAPERS) NORTH-EAST ZONE

LOT 3J: PRESERVATION AND CONSERVATION OF HISTORICAL MATERIALS (RESTORATION OF ARCHIVAL MATERIALS & BINDING OF NEWSPAPERS) ABUJA & NORTH-CENTRAL ZONE

LOT 3K: PRESERVATION AND CONSERVATION OF HISTORICAL MATERIALS (RESTORATION OF ARCHIVAL MATERIALS & BINDING OF NEWSPAPERS) SOUTH-WEST ZONE

LOT 3L: PRESERVATION AND CONSERVATION OF HISTORICAL MATERIALS (RESTORATION OF ARCHIVAL MATERIALS & BINDING OF NEWSPAPERS) SOUTH-SOUTH & SOUTH EAST ZONE

CATEGORY D: INVITATION FOR EXPRESSION OF INTEREST (Eoi) FOR CONSULTANCY SERVICE

National library invites Consultants with relevant experience to indicate their interest in the following

LOT 4A: RESEARCH AND HUMAN CAPITAL DEVELOPMENT

LOT 4B: INDEXING AND ABSTRACTING OF NEWSPAPERS

LOT 4C: DEVELOPMENT AND PRINTING OF DIRECTORIES OF LIBRARIES

(3.0) MANDATORY TENDER REQUIREMENTS

Interested and competent contractors, suppliers wishing to carry out any of these projects are required to submit their Company profiles which shall include the following:

(i) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including

Forms CAC 2 & 7;

(ii) Evidence of Tax Clearance Certificates for the past three years (2015, 2016 and 2017) valid till 31st December 2018, with minimum average turnover of N40 million (for Category A).

(iii) Evidence of current certificate of Compliance by National Pension Commission (PENCOM) valid till 31st December, 2018;

(iv) Evidence of current certificate of compliance by the Industrial Training Fund (ITF) valid till 31st December, 2018;

(v) National Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2018.

(vi) Current Certificate of Registration/Interim Registration Report (IRR) issued by the Bureau of Public Procurement (BPP) expiring on January 1, 2019

(vii) Company Audited Accounts for the immediate past three (3) years (2015, 2016, 2017) duly stamped and signed by a reputable Audit firm

(viii) Evidence of filing Company Annual returns to CAC for the immediate past three (3) years (2015,2016,2017) ;

(ix) Evidence of financial capability to execute the project by submission of Reference letter from a reputable bank indicating willingness to provide credit facility for the execution of the project when awarded.

(x) A sworn Affidavit certifying that:

(a) the company is not in receivership and/or the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;

(b) the company has no Director/Partner who has been, convicted by any court in Nigeria or any other country for criminal offenses in relation to fraud or financial impropriety; and

(c) that no officer of the relevant Committee of the National Library of Nigeria or the Bureau of Public Procurement (BPP) is a former or present Director, Shareholder, Partner or has any pecuniary interest in the bidder and that all the required documents presented and attached are GENUINE AND UP TO DATE.

(Note: All Affidavit submitted must be deposited as described and properly addressed to National Library of Nigeria, Any affidavit that predates this advert will be rejected);

(xi) Company profile with CVs of key professionals including photocopies of relevant academic and professional qualifications with attestation of availability and contact phone numbers. (Evidence of registration with relevant regulatory professional bodies and must possess current practicing license from their respective regulatory bodies e.g. ARGON COREN QSRBN etc.

(xii) List of Plants/Equipment with proof of Ownership/Lease;

(xiii) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing 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 authorized officer of the firm.

(4.0) COLLECTION OF TENDER DOCUMENTS

Interested Contractors are to collect tender documents from the Procurement Unit of the National Library of Nigeria at Plot 274 Sanusi Dantata House, Central Business District, Abuja within the working hours of 9am – 4pm, Monday – Friday upon the payment of a non-refundable tender fee of N 10,000.00 per Lot. The payment should be made in favour of FGN – National Library of Nigeria through the Remita e-Collection Platform 1000073094. Interested firms in Category D will, not pay at this stage until after short-listing.

(5.0) SUBMISSION OF TENDER DOCUMENTS A-C

Prospective bidders are to submit their documents (Both Technical and Financial Bids) in two separate envelopes enclosed in one big envelope clearly stating the Project Name and LOT Number at the top right hand corner of the envelope and addressed to;

The National Librarian/Chief Executive Officer,

Attention:

The Head of Procurement Unit,

National Library of Nigeria,

Plot 274 Sanusi Dantata House, Central District, Abuja.

(i) The documents should be deposited in the Tender Tamper Proof – Box at the Procurement Unit of National Library of Nigeria on the ground floor, Plot 274 Sanusi Dantata House, Central Business District, Abuja within the working hours of 9am – 4pm, Mondays – Fridays.

(ii) Company's name should be written on the reverse side of the envelope

(iii) The deadline for submission is **12:00 noon on Monday 8 October, 2018.**

(6.0) SUBMISSION OF EXPRESSION OF INTEREST (EoI)

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 the National Librarian/Chief Executive Officer, National Library of Nigeria and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box **not later than 12 noon on Monday 3 September, 2018.**

(6.1) BID OPENING

Opening of the expression of interest will take place immediately after the deadline for submission at 12 noon on Monday, 3 September, 2018 in the Board Room (First Floor) of National Library of Nigeria at Plot 274 Sanusi Dantata House, Central Business District, Abuja, While the technical bids opening will commence at the above venue and address immediately after the deadline for submission at **12:00 noon on Monday 8 October 2018**, All bidders or their representatives, relevant professional bodies, NGOs and the general public are invited to witness the public bid opening exercise.

(7.0) ADDITIONAL INFORMATION

(7.1) The National Library shall verify any or all the claims made by bidders and shall disqualify any company whose claims are found to be false in addition to other sanctions that may be deemed necessary.

(7.2) Bidders who have worked for National Library and have history of poor performance, abandonment, termination and/or prolonged contract execution period need not to apply.

(7.3) National Library is not bound to accept the lowest quotation that is not responsive

(7.4) Companies and bidders are prohibited from bidding for more than Two (2) lots

(7.5) All documents for submission must be properly bound, numbered and duly signed (on each page) with a well arranged table of content, shall be transmitted with a covering letter under the company's letter Head Paper bearing amongst others, the Registration Number (RC), Names of company directors, Valid contact Telephone Numbers, email addresses and physically verifiable office address.

(7.6) For Category A-C only successful bidders from the Technical Evaluation will be invited for the financial bid opening while financial bids of unsuccessful bidders will be returned un-opened. Furthermore, under Category D, only shortlisted firms will be invited at a later date for collection of Request for Proposals

(7.7) All envelopes must be made properly addressed and sealed. Any envelope not properly addressed including lot number and project title will be Rejected/disqualified.

(7.8) Submissions must be made only in English Language.

(7.9) Note that tender documents not clearly photocopied will be rejected/disqualified

(8.0) DISCLAIMER

(8.1) this announcement is published for information purposes only and by the Tenders Board of the National library of Nigeria to transact with any party for the projects, nor does it constitute a commitment or obligation on the procure concession services.

(8.2) The Tenders Board will not be responsible for any cost or expenses incurred by any interested party(ies) in connection with any response to this invitation and or the preparation or submission in response to an Inquiry.

(8.3) The Tenders Board is not bound to shortlist any contractor and reserves the right to annul the selection process at any time Without incurring any liabilities and assigning any reason thereof.

SIGNED:

NATIONAL LIBRARIAN/CHIEF EXECUTIVE OFFICER

NATIONAL LIBRARY OF NIGERIA