

# Overview

## NATIONAL LIBRARY OF NIGERIA

PLOT 274 SANUSI DANTATA HOUSE, CDB, ABUJA.

### INVITATION TO TENDER / EXPRESSION OF INTEREST FOR THE IMPLEMENTATION OF 2021 CAPITAL PROJECTS NATIONAL LIBRARY OF NIGERIA

#### (1.0) INTRODUCTION

The National Library of Nigeria in compliance with the provision of the Public Procurement Act 2007, wishes to invite seasoned and qualified contractors and consultants to submit bids for the under listed Capital and Consultancy Projects as appropriated in the 2021 Appropriation Act.

#### (2.0) SCOPE OF WORKS

##### CATEGORY A: WORKS

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LOT 1E: Completion of External and other Works at Prototype building Gombe

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LOT 1F: Renovation of state branch building Kaduna

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LOT 1G: Renovation of state branch building Yobe

##### CATEGORY B: GOODS

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LOT 2A Production of NBN

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LOT 2B Purchase of foreign monographs

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LOT 2C	Development of national virtual library system
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LOT 2D	Purchase of firefighting equipment
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### **CATEGORY C: SERVICES**

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LOT 3A	Readership promotion campaign
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LOT 3B	Sensitization workshop for authors and publishers
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### **CATEGORY D: INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES**

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LOT 4A	Research and Human Capital Development
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LOT 4B	Automation of Operational processes in the headquarters (accounting, pension & human resources) plus
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LOT4C	Provision of Consultancy and Supervision Services for the Construction of NLN State Prototype building
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LOT 4D	Provision of Consultancy and Supervision Services for the construction NLN state prototype building in
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### **(3.0) ELIGIBILITY REQUIREMENTS**

Interested and competent Companies/Firms wishing to carry out the projects are required to submit their Company profiles, which shall include the following:

- (i) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC 2& 7. Business Name is also acceptable in case of Category D;
- (ii) Evidence of filing Company Annual Returns to CAC For the immediate past three (3) years (2017, 2018 & 2019);

(iii) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners in case of Business Name) for the last three (3) years (2017, 2018 and 2019) valid till 31st December 2020

(iv) Evidence of current Pension Clearance Certificate valid till 31 December 2020;

(v) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31 December 2020:

(vi) Evidence of current Nigeria Social Insurance Trust Fund Clearance Certificate valid till 31 December, 2020;

(vii) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2020 or valid Certificate issued by BPP;

(viii) Company's Audited Accounts for the immediate last three (3) years (2017, 2018 & 2019) duly stamped and signed by a reputable Audit firm;

(ix) Evidence of financial capability to execute the projects 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 awarded;

(x) Sworn Affidavit:

(a) disclosing whether or not any officer of the relevant committees of National Library of Nigeria 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;

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

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

**(Note)** Affidavit submitted must be deposed to as described and properly addressed to National Library of Nigeria, Any Affidavit that predates this advertisement will be rejected)

(xi) Company's profile with CV's of key professional including photocopies of relevant academic and professional qualifications such as ARCON, COREN, QSRBN, CORBON, etc. with attestation of availability and contact phone numbers.

(xii) Category D: Evidence of Firm's registration with the relevant regulatory professional bodies and must possess the current practicing Licence such as ARCON, COREN, QSRBN, CORBON, etc.)

(xiii) Lot 4B: Evidence of current registration/accreditation with National Information Technology Development Agency (NITDA) and Computer Professionals Registration Council of Nigeria (CPN);

(xiv) Category A: List of Plants/Equipment with proof of Ownership/Lease:

(xv) All documents for submission must be transmitted with a covering/forwarding letter under the company/firm's letter headed 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 authorised officer of the firm.

#### **(4.0) COLLECTION OF TENDER DOCUMENTS (CATEGORY A,B & C)**

Interested Companies are to collect tender documents from the Procurement Unit of the National Library at Plot 274 Sanusi Dantata House. Central Business District Abuja within the working the hours of 9am – 4pm. Monday – Friday upon the payment of a non-refundable tender fee of N10,000.00 per Lot. The payment should be made in favour of the FGN-National Library of Nigeria through the remita e- Collection Platform 1000073094.

**Note:** Interested Consulting firms For Category D Expression of Interest (Eoi) should not pay at this stage until after shortlisting.

#### **(5.0) SUBMISSION OF TENDER DOCUMENTS (CATEGORY A, B & C)**

Prospective bidders are to submit their documents (Both Technical and Financial) in two separate envelopes clearly marked as "Technical Bid" or "Financial Bid" (each of the envelopes MUST bear the company name, address of the bidder and the Lot number). Thereafter, put the two (2) sealed envelopes together in one bigger sealed envelope clearly stating the project name and Lot Number at the top tight 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 Business District, Abuja,**

(i) The document 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 hour of 9am – 4pm, Mondays — Fridays.

(ii) The companies name and address should be written on the reserve side of the envelope.

(iii) The Deadline for the Submission is **12:00 noon on Monday 15 March 2021**

**(6.0) SUBMISSION OF EXPRESSION OF INTEREST (EOI)**

**CATEGORY D**

Interested Consultancy firms are to submit two (2) bound copies of Expression of Interest (Eoi) documents separated by dividers and arrange 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 Plot 274 Sanusi Dantata House, Central Business District, Abuja and clearly marked with the (Name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should have the company name and address of the bidder and drop in the designated Temper Proof Box not later than **12:00 noon on Monday, 22 February, 2021.**

**(7.0) OPENING OF BID**

The opening of the Expression of Interest (Eoi) will take place immediately after the deadline for submission at **12:00 noon on Monday, 22 February, 2021** in the Boardroom of National Library of Nigeria (1st Floor), Plot 274, Sanusi Dantata House, Central Business District, Abuja.

While the opening of Technical bids (for Invitation to Tender) will commence at **12:00 noon on Monday 15 March 2021**, at the above venue and address. Please, ensure that you sign the Bid Submission Register at the Procurement Unit, Ground Floor of above named address, as the National Library of Nigeria will not held liable for misplaced or

wrongly submitted bids. For further enquiries, please contact us through our official e-mail: [procurement@nlm.gov.ng](mailto:procurement@nlm.gov.ng).

## **(8.0) GENERAL INFORMATION**

- (a) Bids must be in English Language and signed by an official authorised by the bidder
- (b) Bids submitted after the deadline for submission would be returned un-opened.
- (c) Bidders who have worked for National Library of Nigeria and have history of poor performance, abandonment, termination, and /or prolonged contract execution period need not apply.
- (d) All documents for submission must be properly bound, numbered and duly signed (on each page) with a well arranged table of content;
- (e) Bidders are excused from the bid opening, which will be attended by officials of private sector professional organisation and CSOs in the areas of anti-corruption/transparency. The event will be fully captured on video and can be provided to bidders on request;
- (f) Standard Bidding Documents can also be collected in Soft copies and Bidders can submit through Post (Courier Services);
- (g) Category A, B & C: Only successful bidders from the Technical Evaluation will be invited for Financial bid opening, while the financial bids of unsuccessful bidders will be returned un-opened.
- (h) Bid documents (technical and financial) that are not clearly marked with the identity of the bidder would not be opened.
- (i) Category D: Only shortlisted firms will be invited at a later date for collection of Request for proposals (Rfp)
- (j) Note that tender documents not clearly photocopied will be disqualified.
- (k) 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
- (l) The National Library is not bound to accept the lowest quotation that is not responsive

(m) Companies and bidders are prohibited from bidding for more than two (2) Lots.

**(9.0) DISCLAIMER**

(a) All costs will be borne by the bidders

(b) This announcement is published for information purpose only and does not constitute an offer by the National Library of Nigeria.

(c) National Library of Nigeria is not bound to accept the lowest quotation that is not responsive and reserves the right to annul the procurement process at any time without incurring any liabilities in accordance with Section 26 of the Public Procurement Act 2007.

**SIGNED:**

**PROF. LENRIE OLATOKUNBO AINA**

**NATIONAL LIBRARIAN/CHIEF EXECUTIVE OFFICER.**

**NATIONAL LIBRARY OF NIGERIA**