

Overview

NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

60, Nelson Mandela Street, Off Kwame Nkruma Crescent, Asokoro, Abuja

www.neiti.gov.ng

INVITATION TO TENDER FOR 2020 CAPITAL PROJECT NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

(1.0) BACKGROUND

Nigeria Extractive Industries Transparency Initiative (NEITI) is a statutory Agency under the Presidency. The Agency is desirous of executing some capital projects under the procurement of goods in the 2020 Appropriation Act, towards achieving its assigned mandates. Consequently, funds were duly allocated in the 2020 Appropriation and in compliance with the requirements of the PPA Act 2007 hereby invites interested and reputable suppliers with relevant proven competence and experience to tender for the underlisted goods.

(2.0) Scope of Supplies

LOT NUMBER	DESCRIPTION OF ITEMS	QTY
LOT 1	Supply of Computers	10 Pcs
LOT 2 A& 2B	2A. Supply of 12V- 200A Inverter Batteries	16 Nos.

Bidding will be conducted through the National Competitive Bidding (NCB).

(3.0) ELIGIBILITY REQUIREMENTS.

- (a) Evidence of Certificate of Incorporation with Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- (b) Evidence of Firms Tax Clearance Certificate for the last three years i.e. (2017, 2018 and 2019 expiring December 2020) and VAT from FIRS with minimum average of tum-over of N5million
- (c) Firms are encouraged to form consortium to enhance their Qualifications.
- (d) Evidence of Current Pension Compliance Certificate valid till 31 December 2020;
- (e) Evidence of Current Industrial Training Fund (ITF) compliance certificate valid till 31 December 2020;
- (f) Evidence of Current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31 December2020;
- (g) Evidence of Registration on the National Data Base of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring 1/1/2021 or valid certificate issued Bureau of Public Procurement (BPP);
- (h) Evidence of Firm's registration with relevant professional bodies. (NITDA/CPN) etc. as applicable;
- (i) For Consortium, joint Venture/Partnership, memorandum of Understanding (MoU) should be provided, all eligibility requirements are compulsory for each JV;

- (j) Company Audited Accounts for the last three (3) years (2017, 2018 and 2019);
- (k) Evidence of financial capability to deliver the supplies including reference letter from a reputable commercial bank indicating willingness to provide credit facility for the delivery of the supply when needed;
- (l) Company profile with Curriculum vitae of key staff to be deployed for the supply including copies of their Academic/Professional qualifications;
- (m) Verifiable documentary evidence of at least three (3) similar supplies delivered within the last five (5) years, including letters of awards, Local Purchase Orders (LPO's) & Jobs completion certificates:
- (n) Sworn Affidavit whether or not any officer of the relevant committees of NEITI or the BPP is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in the bid are true and correct in all particulars;
- (o) All documents for submission must be transmitted with a covering/forwarding letter under the company's/firm's letter headed paper bearing amongst others Registration number (RC) as issued by CAC. Contact Address, GSM Number and email 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 company.

(4.0) COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect the Standard Bidding Documents (SBD) from the office of Head of Procurement Unit.

No. 60, Nelson Mandela Street, Off Kwame Nkrumah Street, Asokoro, Abuja on evidence of payment of a non-refundable fee of N10, 000.00 per Lot (Only Lot 1) & (Lot 2A & Lot 2B) paid through the REMITA Platform in any commercial bank in favour of the Nigeria Extractive Industries Transparency Initiative (NEITI). Receipt should be collected from the Finance Accounts Department on successful payment to the Procurement Unit for collection of the tender documents.

(5.0) SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit bid for each of the LOT desired, two (2) hard copies each of the technical and financial

bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as Technical Bid” or “Financial Bid”). Therefore, put the two sealed envelopes together in a bigger sealed envelope addressed to **The Executive Secretary, NEITI, 60, Nelson Mandela Street, off Kwame Nkrumah Street, Asokoro, Abuja** and clearly marked with the name of the supplies 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 at **Small Conference Room, No. 60, Nelson Mandela Street, Off Kwame Nkrumah Street, Asokoro, Abuja not later than 12:00pm on Monday 26 October 2020.**

The Executive Secretary,

Nigeria Extractive Industries Transparency Initiative (NEITI) (NEITI),

60, Nelson Mandela Street, off Kwame Nkrumah Street, Asokoro, Abuja.

Attention: Procurement

E-Mail: aahmed@neiti.gov.ng

Web site: <http://www.neiti.gov.ng>

(6.0) OPENING OF TENDER DOCUMENTS

Only technical bids for the tender documents will be opened at **12:00pm on Monday 26 October 2020** at open site in the secretariat complex at No. 60, Nelson Mandela Street Off Kwame Nkrumah Street, Asokoro, Abuja in the presence of bidders or their representatives, while the Financial Bids will be kept un-opened. Please ensure that you sign the bid Submission Register in the office of the Head of Procurement Unit at NEITI, No. 60, Nelson Mandela Street, Off Kwame Nkrumah Street Asokoro, Abuja. As the NEITI will not be held liable for misplaced or wrongly submitted bids. For further enquiries. please contact the Head of Procurement on e-mail address: aahmed@neiti.gov.ng

(7.0) GENERAL INFORMATION

- (a) Bids must be in English Language and signed by an official authorized by the bidder;
- (b) Bids proposals submitted after the deadline for submission would be returned un-opened:
- (c) All cost will be borne by the bidders;
- (d) Submission and opening of bids documents shall be conducted in line with COVID19 guidelines;
- (e) Only pre-qualified bidders will be invited for the public opening of financial as appropriate, while bids of unsuccessful bidders will be returned un-opened.
- (f) The NEITI 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;
- (g) Electronic bidding will not be allowed, and late bids will be rejected.

SIGNED

THE EXECUTIVE SECRETARY, NEITI

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