

Overview

NATIONAL TEACHERS' INSTITUTE, KADUNA

KM 5 Kaduna-Zaria Road, Rigachukun, P.M.B. 2191, Kaduna State of Nigeria

INVITATION TO TENDER FOR YEAR 2019 CAPITAL AND SUSTAINABLE DEVELOPMENT GOALS (SDGS) PROJECTS

NATIONAL TEACHERS' INSTITUTE, KADUNA

(1.0) INTRODUCTION.

The National Teachers' Institute, Kaduna is in the process of implementing the 2019 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;

(2.0) CATEGORY A WORKS

Lot 1 Construction of NTI North East Zonal Office and Examination Center Bauchi;

CATEGORY B GOODS

Lot 2 Printing of Training Manuals and Customized Stationary items for participants in the 36 States and FCT;

CATEGORY C Consultancy: (Submission of Expression of Interest (EOI)For Consultancy Services)

Lot 3 Event managers;

Lot 4	<p>Training Component “A” Special Education Needs and Disabilities(SENDs) and Awareness on Early Childhood Intervention Training</p> <p>for Primary and Junior Secondary School Teachers in the 36 states and FCT.</p>
Lot 5	<p>Training Component “B” Moral HIV and AIDs Awareness for JuniorSecondary School Teachers in the States and the FCT.</p>

(5.0) 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 may lead to the disqualification of the bid:

- (a) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) Including Form CAC2 andCAC7;
- (b) Evidence of Company Income’s Tax Clearance Certificate for the last three (3) years valid till 31st December, 2019;
- (c) Evidence of current Pension Compliance Certificate valid till 31st December, 2019;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2019;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2019;
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/1/2020 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 -2016, 2017, 2018;
- (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 Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications COREN, QSRBN, ARCON, CORBON for works
- (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) List of Plants/Equipment with proof of Ownership/Lease (where applicable); Additional Requirements for LOT 1 and 2 only;:
- (m) Evidence of past experience In Implementing teacher development workshops at a national capacity (across the 36 states and FCT);
- (n) Letter of Firm's Accreditation by the Centre for Management Development (CMD) for training lots;
- (o) 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 authorised officer of the firm.

(4.0) COLLECTION OF BID DOCUMENT (GOODS & WORKS)

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 fee of (N10,000.00) only for each LOT to the National Teachers' Institute, NTI Treasury Single Account (TSA) using remita platform to any reputable commercial bank in Nigeria and present the REMITA Retrieval Reference RRR and Bank teller receipts to Office No: DR 13, Directorate Department, National Teachers' Institute, (NTI) Headquarters KM 5 Kaduna-Zaria Road, Kaduna. Consultants interested in Consultancy Service are not expected to pay at this stage until after EOI shortlisting.

(5.0) SUBMISSION OF TENDER DOCUMENTS (GOODS & WORKS)

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" envelop. The Project titles. Lot number and contractor's name must be clearly written on top of each envelop. Tender 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, (NT1),

not later than **12:00 noon on Tuesday, 5 November, 2019**. Bidders are to ensure that they also sign the Submission Register in the Registrar's office.

(6.0) SUBMISSION OF EOI DOCUMENTS

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, 5 November, 2019**. Bidders are to ensure that they also sign the Submission Register in the Registrar's office.

(6.0) OPENING OF BIDS/EOI

(6.1) Technical Bids will be opened immediately after the deadline for submission at **12:00 noon on Tuesday, 5 November, 2019** In the SMASE Complex Building National Teachers' Institute, (NTI) headquarters Kaduna.

(6.2) Also, EOI will be opened immediately after the deadline for submission at **12:00 noon on Tuesday, 8 October, 2019** In the SMASE Complex Building National Teachers' Institute, (NTI) headquarters Kaduna. Late submission will be returned un-opened.

(7.0) IMPORTANT INFORMATION

- (i) Bidders are Instructed not to apply more than one (1) LOT.
- (ii) Only companies who's Technical Bids are successful will be invited to witness the opening of their financial Bids while financial bids of unsuccessful bidders will be returned un-opened.
- (iii) Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals.
- (iv) All bids send by post/e-mail will be rejected.
- (v) Late submission will not be entertained.
- (vi) Failure to comply with the Instruction(s) and non- provision of any required documents may automatically result in disqualification.
- (vii) 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 advert.

(9.0) DISCLAIMER: NTI reserves the right to Reject/Accept any/all applications/proposals without assigning any reasons whatsoever.

**SIGNED
MANAGEMENT**