

**National Board for Technical Education (NBTE)**

**Plot B Bida Road, PMB 2239, Kaduna**

**Website:** [www.nbte.gov.ng](http://www.nbte.gov.ng)

**Public Advertisement**

**Invitation for Submission of Technical and Financial Bids for Provision of Security Services**

**(1.0) Preamble**

The National Board for Technical Education (NBTE) Kaduna, a Parastatal of the Federal Ministry of Education established under Act 9 of 1977, intends to employ a Security Service Company for Provision of Security Services. The service is to be provided in its properties at Kaduna and Abuja. The Board hereby wishes to invite interested and eligible Security Service Companies with proven capabilities to submit Technical/ Financial Bids for the service.

**(2.0) SCOPE OF SERVICES**

The scope of the service includes the following:

**(2.1) Provision of Security Services;**

**This will involve the provision of Security Services in the following Board's properties:**

- (1) NBTE Main Secretariat Building at Bida Road, Kaduna;
- (2) NBTE Liaison Office at Zambezi Crescent, Manama, Abuja;
- (3) NBTE Medical Centre along Nupe Road, Kaduna
- (4) NBTE Center of Excellence on TVET at Kajuru Close, U/Rimi GRA, Kaduna;

**(3.0) SUBMISSION OF BID DOCUMENTS:**

**(3.1) Technical Proposal:**

**The interested, competent and reliable Service Providers are to provide the following information in their Technical Proposal:**

- Detailed works specifications clearly stating the contract period, detailed scope of services, the guidelines to be used in execution of the contract, set performance standards and likely outcomes expected of the services, detailed list of machineries, equipment and tools expected to be used for the implementation of the contract by the successful Service Provider;

Companies are also required to provide verifiable evidence including but not limited to the following documents:

- Photocopy of Current Company Tax Clearance Certificate for the last 3 (Three) Years (2013, 2014 and 2015):

- Photocopy of Certificate of Incorporation/ Business Registration in Nigeria with Corporate Affairs Commission;
- Photocopy of Value Added Tax (VAT) Registration Certificate and evidence of VAT remittance;
- Company's Audited Accounts for the last three (3) years. (2013, 2014 and 2015), duly signed and stamped;
- Comprehensive Company Profile showing details of the Management and Professional staff and a copy of Company Brochure with convincing evidence of competence to undertake the relevant services;
- Evidence of relevant equipment/infrastructure to handle the services;
- Evidence of legal capacity to enter into contract i.e. the Company is not in receivership;
- Evidence of technical, operational and managerial capabilities;
- Evidence of financial capabilities to execute the services. This should include certified Bank Account Statement from a reputable Bank. (Bank reference letter only is not acceptable);
- Evidence of Compliance with Federal Government Pension Reform Act;
- Verifiable evidence of previous experience i.e. having successfully carried out similar services in the last five (5) years with their costs, locations, name and telephone number of the client and copies of award letters;
- A Sworn Affidavit affirming that none of the Directors of the Company was ever convicted in a Court of Law;
- Registration with Bureau of Public Procurement BPP (IRR);
- Registration with Nigeria Security & Civil Defense Corps;

### **(3.2) Financial Documents:**

Tender Documents are to be purchased at the sum of ₦20,000.00 only in the office of the Executive Secretary, 31<sup>st</sup> Floor, NBTE Secretariat Building, Kaduna between the hours of 9:00am and 4:00pm daily.

### **(4.0) NOTE:**

(4.1) The Technical Bid document must be arranged in the order listed above.

### **Submissions could be disregarded for failure to comply with this instruction.**

(4.2) Any Company that submits fake documents shall be disqualified outright and will be reported to the appropriate authorities:

(4.3) Bidders should accompany the bid with a disclosure whether any officer of NBTE is a former or present Director, Shareholder or has any peculiar interest in the Company.

### **(5.0) CLOSING DATE:**

Companies are to submit one (1) copy each of the Technical and Financial Proposals in separate sealed envelopes, boldly marked "Technical Proposal for Provision of Security Service to NBTE, Kaduna" and "Financial Proposal for Provision of Security Service to NBTE, Kaduna". Bids must be delivered by hand **on or before 12:00 noon on 12<sup>th</sup> December 2016** addressed to:

**The Executive Secretary,**

**National Board for Technical Education,  
3<sup>rd</sup> Floor, Plot 'B' Bida Road,  
Kaduna.**

**(6.0) IMPORTANT INFORMATION:**

(6.1) Technical bid documents submitted will be opened **on Monday 12<sup>th</sup> December 2016 by 12:30 pm** at NBTE Conference Hall, New Office Block Wing. NBTE Secretariat Complex, Kaduna;

(6.2) Only successfully pre-qualified Service Providers Companies' Financial Bid documents will be opened after the pre-qualification evaluation exercise. Bids for unsuccessful Companies will be instantly return to them unopened;

(6.3) NBTE will not enter into any correspondence with any unsuccessful Service Provider.

This Advert shall not construe to be commitment on the part of NBTE nor shall it entail the Company to make any claim(s) whatsoever and/or to seek any indemnity from NBTE by virtue of such Company having responded to this Advertisement.

**Signed:**

**The Executive Secretary  
NBTE, P.M.B. 2239,  
Bida Road,  
Kaduna.**