

Federal Ministry of Education National Headquarters Complex

Km8, Minna-Bida Road, P. M. B. 159

Minna – Niger State

Invitation to Bid for Year 2014 Zonal Intervention/Constituency Projects under the Supervision of National Examinations Council (NECO).

Following the approval of Funds for year 2014 Zonal Intervention/Constituency Projects/Programmes, the National Examinations Council hereby invites interested, experienced and qualified contractors to bid for the following projects.

Lot I: Enhancement, Promotion and Upgrading of Learning capacity in schools in Anaocha LGA, Anambra State

Lot II: Enhancement, Promotion and Upgrading of Learning capacity in schools in Njikoka LGA, Anambra State

Lot III: Enhancement, Promotion and Upgrading of Learning capacity in schools in Dunukofia LGA, Anambra State

Lot IV: Provision of Educational Materials in Kaduna State

Lot V: Construction and furnishing of 3 classroom blocks with VIP toilet at Egwe Primary School, Owa Alero, Ika North₇East LGA, Delta State

Lot VI: Provision of Reading Materials in Aguata Federal Constituency

Lot VII: Provision of Examination materials, JS and SS students in Aguata Federal Constituency

(2) Tender Requirements

- (i) Detailed company profile with a copy of Memorandum and Articles of Association/Certificate of Incorporation.
- (ii) Proposed Management team and organizational chart/Telephone number(s) of key personnel.
- (iii) Evidence of Execution of similar jobs (at least 3 years).

- (iv) Proposed timeline for execution and completion of the job.
- (v) Curriculum Vitae (CV) of the professional staff to be deployed for the project.
- (vi) Verifiable Proof of Equipment and other physical facilities to perform the contract.
- (vii) Evidence of payment to Industrial Training Fund (ITF) of one-percent of company's total annual payroll in compliance with ITF Act Section 6 (i).
- (viii) Evidence of fulfillment of statutory obligation with respect to payment of company's employees training contribution in compliance with ITF Act Section 6 (ii).
- (ix) Tax Clearance Certificate for last 3 years (2013,2012 and 2011) with tax identification number/Declaration of turnover.
- (x) Evidence of Audited Accounts for the last three years.
- (xi) Value added Tax (VAT) Registration/Remittance.
- (xii) Evidence of compliance with the Pension Reform Act 2004 and Remittances i.e. Evidence of Pension Contribution for employees as stipulated under section 16 (6) of Public Procurement Act, 2007.
- (xiii) Evidence of workmen's insurance and compensation scheme.
- (xiv) Health, Safety and Environment Policy (HSE)
- (xv) Evidence of membership of relevant professional bodies e.g. COREN, NIQS V, NIA etc.
- (xvi) Evidence of Registration with Financial Reporting Council of Nigeria in fulfillment of provisions of section 41 (2) and 42 of Financial Reporting Council of Nigeria Act No. 6,2011.
- (xvii) Sworn affidavit from a court affirming that no Director of the company was ever convicted.

(xviii) Reference letter from a reputable bank.

(3) Tender Documents

(i) Collection

Tender documents containing detailed description of the projects can be obtained from Procurement Division, Office of the Registrar, National Examinations Council (NECO) Headquarters Complex, Km 8, Minna – Bida Road, Minna, Niger State.

(ii) Submission

- All documents should be addressed to the Registrar/CEO, National Examinations Council (NECO), Headquarters, ATTENTION: Deputy Director (Procurement).
- All documents should be dropped by hand into the tamper proof Tender box located in the Procurement Office.
- Original and duplicate copies of both the Technical and Financial tender documents are to be marked with the Name of the Bidder, Lot Number and Project Type.
- Both tender documents are to be sealed and submitted at the same time.

Please note that:

- (i) Late submission will not be entertained.
- (ii) This advert for invitation to Bid shall not be considered as a right, neither shall it entitle any contractor/supplier or Agent to make claims whatsoever or to seek any indemnity from the National Examinations Council, Minna.

Closing

All tender documents must be submitted on or before 11.00 a.m. on 9th December, 2014.

(5) Opening of Tenders

All tender document shall be opened as schedule below immediately after closure of submission.

Date: 9th December 2014

Venue: NECO Headquarters Complex, Km 8, Minna-Bida Road, Minna.

Time: 11.00am.

All bidders, Civil Society Organization and relevant Profession Bodies are invited

Signed:

Registrar/CEO

National Examinations Council