

## **National Teachers' Institute, NTI**

### **Kaduna**

#### **Invitation to Participate in the Pre-Qualification/Tendering Exercise**

The National Teachers' Institute (NTI) Kaduna is inviting interested, competent and qualified registered printing companies to submit Technical proposal as a pre-requisite for pre-qualification, for the production of 2015 NCE Course Materials.

#### **Pre-Qualification Requirements**

##### **Interested companies should submit the documents listed below:**

- (i) Full detail of the Company's profile.
- (ii) Certificate of Registration with the Corporate Affairs Commission.
- (iii) Tax Clearance Certificate for at least Three years (2012, 2013 & 2014).
- (iv) Evidence of VAT Registration and Remittance.
- (v) Evidence of similar jobs(s) executed in the past (with verifiable addresses).
- (vi) Organisational structure, available manpower with list of technical staff with their resumes.
- (vii) List of equipment/Distribution facilities
- (viii) Evidence of financial capability/Bank Reference and Annual Turn Over of at least N50 Million Duly Stamped by the Bank
- (ix) Company audited accounts over the past three years (2012, 2013 & 2014)
- (x) Evidence of Registration with Pensions Commission in Compliance with provisions of Section (16 (6) (d) of the Public Procurement Act, 2007 (PP A 2007).
- (xi) Payment of non-refundable bidding fee of N10, 000.00 (Ten Thousand Naira only) in Bank Draft payable to the National Teachers' Institute, Kaduna.

(xii) Evidence of payment of Training Contributions to Industrial Training Fund (ITF) in line with Section 6 (1) – (3) of the amended ITF Act. No. 19 of 2011.

(xiii) Evidence of Compliance with the Employer's Compensation Act which requires that all Employers of Labour must remit 1% of the total annual emolument of their workers to the Nigerian Social Insurance Trust Fund.

(xiv) Evidence of Registration with Financial Reporting Council of Nigeria in line with the Federal Government Circular with reference No. SGF/OP/1/S.3/IX/547 of 14<sup>th</sup> March, 2013 (a copy of FRC Certificate must be attached).

#### **Selection Criteria**

Printers will be selected in accordance with the provisions of the Procurement Act 2007 and Due Process mechanism.

#### **Bid Presentation**

Interested firms are to submit pre-qualification/Technical Proposals in sealed envelope. The proposal together with the documents earlier listed are to be submitted in sealed envelope addressed to the **Director-General and Chief Executive, National Teachers' Institute, KM5 Kaduna-Zaria Road, P.M.B. 2191, Kaduna. Duly marked "PRINTING of NCE Course Materials"**. The bid should be dropped in the Tender Box in the office of the Registrar. Bidder's name, address and telephone numbers, should be indicated on the reverse side of the envelope. Bidders are to ensure that they also sign the Submission Register in the Registrar's office.

**Closing Date not specified.**