

## **National Teachers' Institute (NTI), Kaduna**

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

The National Teachers' Institute, (NTI) Kaduna is inviting interested and qualified registered companies to submit Technical bids for the procurement of Monitoring Vehicles.

### **Pre-qualification Requirements**

Interested firms should submit their bids along with the documents mentioned hereunder 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:

- (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 (PPA 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 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**

Consulting firms will be pre-qualified in accordance with the provisions of the Procurement Act 2007 and Due Process mechanism.

### **Bid Presentation**

Interested firms are to submit separate prequalification/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 "TECHNICAL PROPOSAL FOR MONITORING VEHICLES" BOLDLY.". 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**

Closing date for the submission of bids is Monday, **4<sup>th</sup> May, 2015 not later than 12.00 noon** at the Registrar's Office, NTI Headquarters, Kaduna, while bids will be opened immediately on the same day at the SMASE Complex building NTI Headquarters, Kaduna  
NB: Bids submitted after **12.00 noon of 4th May, 2015** will not be ACCEPTED.

**Signed**

**Management**