

Petroleum Equalisation Fund (Management) Board

Invitation to Technical Pre-Qualification

The above named organization is a statutory agency of the Federal Ministry of Petroleum Resources. In compliance with the Procurement Act, 2007, the Board hereby invites reputable furniture companies to tender for the Furnishing of the newly acquired permanent Head Office of the Board located at Plot No. 542 Cadastral Zone B09 Kado/Mabushi Road, Abuja.

Technical Pre-qualification

The following documents are to be submitted:

1. Evidence of Incorporation/Registration with Corporate Affairs Commission (CAC)
2. Company Current Tax Clearance Certificate for the last three (3) years (2011-2013)
3. Company Audited Account for the last three (3) years (2011 -2013)
4. VAT registration and evidence of remittances in the last three (3) years (2011-2013) to be attached.
5. List of similar, verifiable and successfully executed projects or on-going by the company with letters of award and completion certificates.
6. Letters of award and interim certificates of payment should be attached for projects that are on-going. Companies that have not executed jobs in Ministries, Departments and Agencies in the last six (six) years shall not be considered.
7. Bank reference attesting to the financial capability of the company.
8. List of Managerial, Key Technical and Administrative staff of the company which should include names, curriculum vitae and copies of certificates for each key staff.
9. Evidence of remittance of Pension contribution fund for staff of the company from reputable Pension Fund Administrators (PFAs) as provided in section 16, subsection (6d) of PPA,2007- (Certificate).
10. Evidence of compliance with the provisions of the Industrial Training Fund (ITF) amendment Act as stipulated in section 6(1) (3) of the ITF Act. (Certificate).
11. Evidence of compliance (registration) with the Financial Reporting Council of Nigeria (FRCN)

Submission of Technical Pre-Qualification Documents

a. All envelopes shall be subjected to security checks before being sealed for submission. It is mandatory that the submission forms are filled as the names of companies not listed on the submission form shall not be considered. All envelopes are to be addressed to:

**The Executive Secretary
Petroleum Equalisation Fund (Mgt) Board
Plot 622 Ambassadorial Conclave
Central Business District, Abuja**

In addition the envelope must be marked in front at the top: “**Technical Pre-Qualification for PEF (M) B New Head Office Furnishing**”.

The name of the companies, mailing address and contact phone number (preferably mobile) should be written at the back of the envelope. You must adhere to all submission instructions.

Please note

- A submission for technical pre-qualification document to the Board is neither a commitment nor an obligation to award contract to any company.
- This invitation should not be construed as a commitment on the part of the Board, nor shall it entitle any contractor to make any claims.
- Only technically pre-qualified companies that are found capable of executing the job will be invited in the next process.
- The Board has the right to verify all information submitted.
- The Board reserves the right to reject any technical pre-qualification document.

Closing of Submissions and Opening:

Submission ends at **11 am Tuesday 22nd July, 2014** and opening of technical pre-qualification shall commence immediately.

**Signed
Management**