

The West African Examinations Council

P.M.B 1022, Yaba, Lagos

Invitation to Tender

1. Preamble

The West African Examinations Council (WAEC) is desirous of engaging the services of competent companies to tender for the supply of the following:

Lot 1- Single Cabin Pickups

Lot 2 - Double Cabin Pickups

Lot 3 - Industrial Image/Optical Marks Reader Scanners

2. Specifications

(1) Lot 1 and 2

S/N	Details	Lot 1 Single cabin with Airconditioner	Lot 2 Double cabin with Airconditioner
1	Average Length	4925mm	5135mm
2	Average Width		1835mm
3	Average Heights (less box)		1720mm
4	Carrier Box (Aluminium Built)	2360mm long x1650mm wide x1700mm high	1600mm long x1650mm wide x1700mm high
5	Engine	2.7 litre, 4-cylinder, 4-cycle, petrol driven	
6	Transmission	5-Speed Manual	
7	Accessories	Extra tyre, Jack, wheel spanner, tool kit, Hazard signs, etc.	

(2) Lot 3

Supply/installation of Industrial Image/Optical Marks Reader Scanners, including add-on training on Form-decoding and companion program development as well as machine operation and support services (during warranty and post-warranty periods).

The Scanners should be capable of:

- Working about 24 hours non stop daily during peak periods
- Scanning coloured images/bar codes and double-sided papers simultaneously
- Scanning up to 9000 sheets per hour with at least two output buffers (for rejected and accepted sheets respectively).

3. Tendering Requirements

- (1) Company profile
- (2) Evidence of tax clearance for the last 3 years
- (3) Certificate of company registration with the Corporate Affairs Commission
- (4) VAT registration certificate
- (5) Evidence of execution and completion of similar projects in the last 3 years
- (6) Company audited accounts for the last three years
- (7) Availability of verifiable plants, equipment and workshop that would be used for after sales service (applicable to Lots 1 and 2 only)
- (8) Evidence of Registration with relevant professional bodies (applicable to Lot 3 only)
- (9) Submission of Technical details and brochure of items being tendered for and evidence of Manufacturers' Authorization of dealership/distribution (applicable to Lot 3 only)
- (10) Evidence of compliance with the Pension Reform Act 2004
- (11) Evidence of registration with ITF, in compliance with section 6(2) of the ITF Amendment Act 2011
- (12) Letter of reference from Bankers

4. Submission of Tender Documents

Interested companies are requested to submit their documents to the office of the Deputy Director/Head of Purchasing Department, WAEC, Yaba between the hours of 10.00 a.m. and 3.00 p.m. on official working days after the payment of a non-refundable processing fee of N20,000.00 per lot.

The financial bid (per lot), should be submitted in a sealed envelope to the office of the Ag. Director of Finance, WAEC, Yaba, not later than 12.00 noon, on Friday, 19th September, 2014 with reference at the top left hand corner marked, either **“Tender for the supply of Pickups (LOT 1) or (LOT 2)”**

OR

Tender for the supply of Optical Marks Reader Scanners (Lot 3)” and addressed to:

**The Mead of National Office,
The West African Examinations Council,
21, Hussey Street,
P. M. B. 1022,
Yaba, Lagos.
Management**