

**The West African Examinations Council**

**Private Mail Bag 1022, Yaba, Lagos**

**Invitation to Tender**

**1. Preamble/Scope of Works**

The West African Examinations Council (WAEC), is desirous of building a Branch Office Complex at Katsina, Katsina State.

Consequently, reputable contractors in the following fields are hereby invited to tender:

- (1.) Building/Civil Engineering
- (2.) Mechanical/Electrical Engineering

The Branch Office Complex shall be made up of an office block on two floors comprising security rooms and offices, a police post and external Mechanical and Electrical (M/E) works.

**2. PRE-QUALIFICATION REQUIREMENTS**

- (1) Company profile.
- (2) Evidence of tax clearance for the last 3 years.
- (3) Certificate of Company incorporation with 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 3 years.
- (7) Availability of verifiable plants and equipment that would be used for the project.
- (8) Evidence of registration with relevant professional bodies.
- (9) Letter of reference from Bankers.
- (10) Evidence of compliance with Staff Pension Reform Act 2004
- (11) Evidence of compliance with Section 6 (2) of the ITF Amendment Act 2011.

**4. PRE-QUALIFICATION AND TENDER DOCUMENTS**

Interested bidders are requested to submit their pre-qualification and, thereafter, collect soft copies of Tender documents from the office of the Deputy Registrar/Head of Works Department, WAEC, Yaba between the hours of 10:00am and 3:00pm on official working days, after the payment of a non-refundable processing fee of ₦20,000.00 (twenty thousand naira only) for building/civil engineering companies, and ₦10,000.00 (ten thousand naira only) for M/E engineering companies.

Payment shall be in certified bank draft payable to “**The West African Examinations Council, Yaba**”.

The documents comprise Bills of Quantities, complete with specification; Instructions to persons tendering and covering letter which must state clearly, the completion period.

## **5. SPECIAL NOTES**

- (1) Tendering Contractors are expected to visit the site (on appointment) to ascertain all the necessary requirements for the tender and project planning.
- (2) A flow chart works programme is required as a back up to the stated completion period coupled with a method statement. However, it is pertinent to note that the project is required within the shortest possible time.
- (3) Hard copy of the complete Tender document and drawings may be sighted at WAEC, in Yaba, Lagos.

The Tenders are to be returned in hard copy printed from the CD, enclosed and submitted in a sealed envelope to the **office of the Director of Finance, WAEC, Yaba, on or before 12:00noon on 17<sup>th</sup>October, 2016** with reference at the top left hand marked, “**Tender for Construction of Branch Office Complex at Katsina**” and addressed to:

**The Head of National Office,  
The West African Examinations Council,  
21, Hussey Street, Yaba, Lagos.**

**MANAGEMENT**