

**The West African Examinations Council (WAEC)**

**Private Mail Bag No. 1022, Yaba, Lagos**

**Invitation to Tender**

**Preamble**

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

**Supply of Industrial Image/Optical Mark Reader Scanners including add-on training on form decoding and companion program development as well as machine operation and support services (during and post warranty periods)**

**The scanners should be capable of:**

- Working for a minimum of 24 hours non stop, daily, during peak periods
- Scanning coloured images/bar codes and double-faced papers simultaneously
- Scanning up to 9,000 sheets per hour with at least two output buffers (for rejected and accepted sheets respectively)

**(2) Pre-Qualification Criteria and Tender Requirements**

In order to be considered, interested companies, which must be Nigerian companies, should submit tenders/bid documents accompanied by the following;

- (i) Certificate of Incorporation with the Corporate Affairs Commission.
- (ii) Detailed company profile.
- (iii) Evidence of Tax Clearance for 2012, 2013 and 2014 verifiable from the Federal Inland Revenue Service.
- (iv) Certificate of VAT registration and past VAT remittances.
- (v) Certificate of Compliance issued by the National Pension Commission as the evidence of compliance with the Pension Reform Act2G04.
- (vi) Letter of Financial capability and Banking support.
- (vii) Company Audited Accounts for 2012, 2013 and 2014.
- (viii) Evidence of execution and completion of similar projects in the last three years.
- (ix) Evidence of registration with relevant professional bodies.

(x) Submission of technical details and brochure of items being tendered for and evidence of Manufacturers Authorization of dealership/distribution appointment.

(xi) Certificate of Compliance issued by Industrial Training Fund (ITF), in compliance with Section 6(2) of the ITF Amendment Act 2011.

**(3) Submission of Tenders**

Interested companies are requested to submit their tender documents in a sealed envelope at the office of the Deputy Director/Head, Purchasing Department, WAEC, Yaba, Lagos between the hours of 10.00 a.m and 3.00 p.m on official working days after the payment of non-refundable processing fee of N20,000.00 **not later than Monday, December 14<sup>th</sup> 2015 by 12:00 noon** with reference at the top left hand marked

**“Tender for the Supply of Industrial Image/Optical Mark Reader Scanners including Installation, Training and support services (during and post warranty) periods and addressed to:**

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

**Management**