

National Business and Technical Examinations Board (NABTEB)

National Headquarters,

P.M.B. 1747,

Ikpoba Hill, Benin City, Edo State

Pre-Qualification Tender Notice, 2016

1.0 NABTEB intends to pre-qualify interested Vendors and reputable Contractors who wish to tender for approved projects in the 2016 Capital Projects at its National Headquarters, Ikpoba Hill, Benin City, Edo State, thus:

- (i) Procurement of one (1) No. Xerox Versant – 80Press 80ppm Imaging Resolution 2400×2400.
- (ii) Procurement of three (3) Nos DRS PS 976 Photo scribe OMR Scanner.
- (iii) Procurement and Installation of one (1) No. 500KVA Caterpillar Generating Set.
- (iv) Computerization of the Board’s activities and provision of internet services (including the Networking).

2.0 PRE-QUALIFICATION

Interested Firms/Companies should submit the following verifiable Pre-qualification Documents:

- 2.1 Certificate of Incorporation of Company with the Corporate Affairs Commission (CAC) of Nigeria.
- 2.2. Full details of Company’s profile showing available manpower with list of key professional Staff.
- 2.3 Company’s verifiable track record of major jobs executed within the last three (3) years with relevant photocopies of certificate of completion thereto.
- 2.4 Company’s financial details and Audited Accounts for the last three (3) years.
- 2.5 Bank References.
- 2.6 Evidence of tax clearance Certificate for the immediate past three (3) years.
- 2.7 Evidence of NSITF Compliance Certificate as required by the Provisions of Section 16 (6) (d) of the Public Procurement Act, 2007.

2.8 Evidence of current clearance Certificate issued by Pencom or evidence of Exemption in compliance with the Amended Pencom Reform Act 2014.

2.9 Certificate of compliance with Industrial Training Fund Amendment Act 2011 issued by the ITF or evidence of Exemption.

2.11 Evidence of Registration on the National Data Base of Contractors, Consultants and Service Providers by inclusion of Interim Registration Report (IRR) issued by the Bureau of Public Procurement (BPP).

2.11 Sworn Affidavit indicating that the Company is not in receivership, insolvent or bankrupt.

2.12 Must not have any Director who has been “convicted in any Country for any criminal offences relating to fraud or financial impropriety”.

2.13 Evidence of photocopies of Memorandum of Article of Association.

2.14 Bidders should accompany every bid with a disclosure whether any officer of the Board, former, present Director, and Shareholders has any pecuniary advantage in the Company.

3.0 SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

3.1 Pre-qualification tender information should be enclosed in a sealed envelope marked “**Pre-qualification Tender**” at the top left corner of the envelope and addressed to:

The Secretary, NABTEB Tenders Board,

NABTEB National Headquarters,

PMB 1747, Ikpoba Hill, Benin City, Edo State

3.2 This shall be personally dropped in the Tender’s Box in the Office of the Director, Administration, National Business and Technical Examinations Board, National Headquarters, Ikpoba Hill, Benin City.

4.0 CLOSING DATE& OPENING OF SUBMISSIONS

Tender submission commences from **Monday 17th October, 2016 (8.00 a.m. to 4.00 p.m. working days)** and closes **on Monday 5th December, 2016 at 12.00 noon**. Any bid received after the stated date and time shall not be considered.

The submitted bids will be opened on the same day, **Monday 5th December, 2016 at 12.00 noon** at the **Board Room, NABTEB Headquarters, Ikpoba Hill, Benin City, Edo State**.

Please Note:

4.1 Only qualified firms/companies short-listed shall be invited to a competitive tender bidding for the said projects.

4.2 Qualified Companies will be required to pay a non re-fundable fee of N25,000.00 (Twenty-five Thousand Naira) only.

4.3 That submission of pre-qualification documents as aforementioned does not guarantee inclusion in the bid list.

Signed

Secretary to Tenders Board NABTEB, Benin City