

NIGERIAN COLLEGE OF AVIATION TECHNOLOGY, ZARIA

PMB 1031, ZARIA AERODROME

KADUNA STATE

REQUEST FOR EXPRESSION OF INTEREST NIGERIAN COLLEGE OF AVIATION TECHNOLOGY, ZARIA

(I) PREAMBLES

In compliance with the Public Procurement Act 2007 (as amended) the Nigerian College of Aviation Technology (NCAT), Zaria has appropriated funds in its 2018 FGN Budget and wishes to invite interested, competent, reputable and qualified service providers and consultants to submit Expression of interest for provision of the under-listed consultancy services.

LOTS	SERVICES/CONSULTANCY
Lot NCAT 1	Consultancy Services for Development of NCAT Zaria Infrastructure Master Plan.
Lot NCAT 2	Consultancy Services for Renovation of Students' Hostels in NCAT Zaria.
Lot NCAT 3	Consultancy Services for Design and Supervision of Construction of 100 Single Rooms (Male) and 150 Single Rooms (Female) Capacity Students Hostel
Lot NCAT 4	Consultancy Services for the Engagement of an External Auditor

(II) SCOPE OF SERVICE:

Lot NCAT 1: To design and develop a new Infrastructure Master Plan for the College.

Lot NCAT 2: To prepare scope of work and supervise the renovation of Students Hostels of the College.

Lot NCAT 3: To design and supervise the Construction of 100 Single Rooms (Male) and 150 Single Rooms (Female) Capacity Students Hostel.

Lot NCAT 4: To carry out full statutory audit on the annual financial statements of the College and prepare Annual Audited Accounts in compliance with IPSAS requirements.

(III) ELIGIBILITY REQUIREMENTS

Interested firms should submit two (2) bound EoI documents duly signed, paginated, separated by dividers and arranged in the order outlined hereunder:

(i) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;

(ii) Evidence of Firm's Tax Clearance Certificate for the last three (3) years valid till 31st December, 2018;

(iii) Evidence of current Pension Compliance Certificate valid till 31st December, 2018;

(iv) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2018;

(v) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2018;

(vi) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 1/1/2019 or valid Certificate issued by BPP.

(vii) Evidence of Firm's registration with ICAN/ANAN, COREN/QSRBN/ARCON/CORBON/SURCON (where applicable);

(viii) Sworn Affidavit:

- Disclosing whether or not any officer of the relevant committees of the Nigerian College of Aviation Technology, Zaria or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
 - That none of the Company's Directors has ever been convicted in any country;
 - That the company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or
 - The subject of any form of winding up petition or proceedings;
 - That the company will comply with Executive Order No. 003 on support for Local Content;
- (ix) Company's Audited Accounts for the last three (3) years-2015, 2016, 2017;

(x) Evidence of financial capability to provide the service by submission of Reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;

(xi) Company Profile with the Curriculum Vitae of Key Staff to be deployed for the service, including copies of their Academic/Professional qualifications: COREN, QSRBN, ARCON, CORBON, ICAN, ANAN;

(xii) Evidence of registration and current renewal with the Financial Reporting Council of Nigeria expiring 31st December, 2018 (applicable to Lot 4)

(xiii) Verifiable documentary evidence of at least three (3) similar services provided in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;

(xiv) All documents for submission must be transmitted with a Covering/ Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

(IV) SUBMISSION OF EXPRESSION OF INTEREST:

The Expression of Interest documents must be separated by dividers and submitted in two (2) hard copies (one original and one copy) and one (1) soft copy in sealed envelope and marked "EXPRESSION OF INTEREST FOR LOT NCAT....." at the top left hand corner of each envelope with the company name indicated at the back of each envelope to reach the undersigned **on or before 12:00 noon on Tuesday, 13 November, 2018** at the address shown below;

The Secretary,

Parastatal Tenders Board,

Nigerian College of Aviation Technology,

Zaria Aerodrome

P.M.B 1031, Zaria, Kaduna State, Nigeria.

Email: procurement@ncat.gov.ng

(V) OPENING OF EOI DOCUMENTS:

The EOI shall be opened immediately after the deadline for submission at **12:00 noon on Tuesday, 13 November, 2018** in the ATS/COM School lecture theater in the presence of firms

or their representative who choose to attend. Please, ensure that you sign the EOI Submission Register at the Procurement Unit.

(VI) GENERAL INFORMATION:

- (i) Eol must be in English Language and signed by an official authorized by the service provider;
- (ii) Eol submitted after the deadline for submission would be returned unopened;
- (iii) All documents submitted will be subjected to verification from the relevant agencies.
- (iv) All documents must be submitted in both soft and two (2) hard copies as failure to do so will lead to disqualification.
- (v) Firms should not submit Eol for more than two (2) Lots.
- (vi) All submissions must be properly addressed and labeled as indicated in item IV: SUBMISSION OF EXPRESSION OF INTEREST FOR LOT NCAT..... as failure to do so will lead to disqualification.
- (vii) Only short-listed companies will be invited at a later date for collection of Request for Proposal (RFP).
- (viii) Expression of Interest (Eol) can only be submitted within working hours. (8:00am - 4:00pm).
- (ix) The NCAT is not bound to shortlist any service provider and reserves the right to annul the procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

SIGNED:

RECTOR/CHIEF EXECUTIVE

NCAT ZARIA