

## **Agricultural and Rural Management Training Institute (ARMTI)**

**Km 18, Ilorin-Ajase-Ipo Road, P.M.B. 1343, Ilorin, Kwara State**

### **Request for Proposal for Consultancy Services**

#### **1.0 Introduction**

The Agricultural and Rural Management Training Institute (ARMTI) Ilorin, was established in 1980 by the Federal Government with a loan from the World bank to breach the need to development in the Agric and Rural Sectors of the economy. The Institute became a parastatal of the Federal Ministry of Agriculture, Water Resources and Rural Development with the promulgation of Decree No 37 of December 31, 1984 now Agricultural and Rural Management Training Institute (ARMTI) Act Cap 11 Vol. 1 Law of the Federation of Nigeria, 1990.

#### **2.0 Consultancy Services**

Reputable and Experienced Consulting Firms to submit Technical and Financial Proposal in response to the Request for Proposal for Consultancy Services for the following projects:

2.1 The Institute received competitive grant for research and development of value chains: Extension services. In view of this, the Institute intends to undertake base-line study and capacity development on value Chain Development in Agriculture.

2.2 Youth and Women Empowerment Scheme Development for employment generation in Kogi and Rivers states.

#### **3.0 Tender Requirements**

The following are the qualifications required to be satisfied by the Consulting firms and Contractors:

a. Evidence of Registration with the Corporate Affairs Commission (CAC) by inclusion of certificate of incorporation and Article of Association;

- b. Current Tax Clearance Certificate.
- c. Detailed Company profile.
- d. Evidence of experience in at least five jobs of similar nature and complexity executed within the last five years with verifiable letters of contract award and certificate of Job completion.
- e. Evidence of Financial Capability reference letter from a reputable bank.
- F. For joint ventures, include memorandum of understanding (MOU)
- g. Evidence of registration with relevant Professional bodies.
- h. Evidence of strict compliance with the provisions of Pension Reform Act 2004.
- i. VAT registration with evidence of remittance
- j. Three (3) years Audited Accounts showing clearly adequate turnover for the category of job.

#### **4.0 Collection of Tender Documents**

Qualified consulting firms are to download the Terms of Reference from the Institute's website, [www.armti.org](http://www.armti.org).

#### **5.0 Submission of Bid**

5.1 Completed Technical and Financial bids shall be submitted in two separate envelopes marked "Technical" and "Financial" both enclosed in large envelope and labeled bidding document for Consultancy at the top right hand corner. The bidder is to indicate name and address including GSM on the reverse side.

5.2 The envelope should be addressed to

The Executive Director

Agricultural and Rural Management Training Institute (ARMTI)

Km 18, Ilorin-Ajase-Ipo Road

P.M.B. 1343

Ilorin, Kwara State

To reach him on or before 9<sup>th</sup> July 2012. Only short listed Consultants will be invited for opening of their financial bids.

**Signed:**

**Management.**