

NATIONAL BUSINESS AND TECHNICAL EXAMINATIONS BOARD (NABTEB)

NATIONAL HEADQUARTERS, P.M.B, 1747, IKPOBA HILL, BENIN CITY, EDO STATE

INVITATION FOR EXPRESSION OF INTEREST NATIONAL BUSINESS AND TECHNICAL EXAMINATIONS BOARD (NABTEB)

(1.0) NABTEB intends to pre-qualify interested Vendors and Consultants who wish to tender for the provision of consultancy services to the Board her on-line examination registration activities.

(A) FEATURES FOR THE ONLINE REGISTRATION ACTIVITIES:

- (1) Biometric data capturing
- (2) Online registration of candidates
- (3) Online result checking
- (4) Online payment for registration PINS
- (5) Online payment for result checking PINS
- (6) Online verification of results by institutions
- (7) Online payment for result verification on PINS by institutions

(B) DELIVERABLES:

- (1) Candidates registration data
- (2) Photo albums (downloadable and printable)
- (3) Stationary packing list (downloadable and printable)
- (4) Candidates biometric data
- (5) Examination centre statistics

- (6) Examination subject statistics
- (7) Summary of PINS allotted and used/unused

(2.0) ELIGIBILITY REQUIREMENTS

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 including Forms CAC 2 & 7.

(2.2) Full details of Company's profile showing available manpower with a list of key professional staff with copies of qualification.

(2.3) Company's verifiable track record of at least three (3) similar major jobs executed within the last five (5) years with relevant photocopies of certificate of completion thereto.

(2.4) Company's financial details and Audited Accounts for the last three (3) years – 2015, 2016 & 2017.

(2.5) Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank indicating willingness to provide facility for the execution of the project when needed.

(2.6) Evidence of tax clearance Certificate for the; immediate past three (3) years expiring on 31/12/2018.

(2.7) Evidence of NSITF Compliance Certificate expiring on 31/12/2018.

(2.8) Evidence of current Compliance Certificate issued by PenCom expiring on 31 /12/2018.

(2.9) Certificate of Compliance with Industrial Training Fund expiring on 31/12/2018.

(2.10) Evidence of Registration on the National Data Base of Contractors, Consultants and Service Providers by the inclusion of interim Registration Report (IRR) expiring on 1/1/2019 or valid Certificate 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 offenses relating to fraud or financial impropriety".

(2.13) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the National Business and Technical Examinations Board or the Bureau of Public Procurement is a former or present Director, shareholder or has any peculiar interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars.

(3.0) SUBMISSION OF EOI DOCUMENTS:

(3.1) Expression of Interest should be enclosed in a sealed envelope marked "EOI" at the top left corner of the envelope and addressed to:

THE SECRETARY, NABTEB TENDERS BOARD,

NABTEB, NATIONAL HEADQUARTERS.

P.M.B. 1747, IKPOBA HILL, BENIN CITY,

EDO STATE.

(3.2) This shall be personally dropped in the Tender's Box in the Procurement Office, National Business and Technical Examinations Board, National Headquarters, Ikpoba Hill, Benin City.

(4.0) CLOSING DATE AND OPENING OF SUBMISSIONS:

The submission commences from Monday, 23rd July, 2018 (8:00 a.m. to 4:00 p.m. working days') and closes **on Monday, 3, September, 2018 at 12:00 noon**. Any EOI received after the stated date and time shall not be considered. The submitted bids will be opened on the same day, **Monday, 3, September, 2018 at 12:00 noon** at the Conference Hall, NABTEB, National Headquarters, Ikpoba Hill, Benin City, Edo State.

PLEASE NOTE:

(4.1) Only qualified firms/companies short-listed shall be invited for collection of Request for Proposal.

(4.2) Qualified Companies will be required to pay a non-refundable fee of N10,000.00 (Ten Thousand Naira only).

(4.3) That submission of the EOI documents as aforementioned does not guarantee inclusion in the bid list.

SIGNED:

SECRETARY TO TENDERS BOARD

NABTEB, BENIN CITY