

## Overview

### **INVITATION FOR PRE-QUALIFICATION AND TENDERING FOR 2020 CAPITAL PROJECT COUNCIL OF LEGAL EDUCATION NIGERIAN LAW SCHOOL, BWARI ABUJA.**

#### **(1.0) INTRODUCTION**

In compliance with the provisions and general guidelines of the Public Procurement Act, 2007, the Council of Legal Education (the Council) wishes to invite all interested, competent, reliable and reputable companies/firms to submit Technical and Financial Bids for the under listed project:

<b>LOT NO</b>	<b>PROJECT</b>	<b>MINIMUM AVERAGE ANNUAL TURNOVER (N)</b>
1	Supply and Installation of Teaching Aid and Equipment	155,000,000.00

#### **(2.0) ELIGIBILITY REQUIREMENTS**

Interested bidders are to submit the following mandatory documents:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7 (or CAC 1.1);
- (b) Evidence of Company Income's Tax Clearance Certificate for the last three (3) years valid till 31 December, 2020;
- (c) Evidence of current Pension Compliance Certificate valid till 31 December, 2020;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31 December, 2020;

- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31 December, 2020;
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2020 or valid Certificate issued by BPP.
- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Council of Legal Education 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;
- (h) Company's Audited Accounts for the last three (3) years-2016, 2017, 2018;
- (i) Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (j) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications (in case of construction: COREN, QSRBN, ARCON, CORBON etc.);
- (k) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- (l) Letter of Authorization as representatives of the Original Equipment Manufacturers (OEMs);
- (m) 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.

### **(3.0) COLLECTION OF TENDER DOCUMENTS**

A copy of the Tender documents can be obtained from the office of the Secretary, Procurement Planning Committee, Nigerian Law School, Bwari, upon payment of a non- refundable Tender fee of N10,000:00 (Ten Thousand Naira Only) per Lot into the account of **COUNCIL OF LEGAL EDUCATION TSA INTERNAL GENERATED REVENUE ACCOUNT** in any reputable commercial bank in Nigeria. The Teller for this payment should be converted to official receipt at the Accounts Department of the Nigerian Law School, Bwari. Photocopy of the receipt should be attached to the Tender Documents.

#### **(4.0) SUBMISSION OF BID DOCUMENTS**

Prospective bidders should enclose the Technical and Financial Bids in separate envelopes and the two (2) separate envelopes should be enclosed in one sealed larger envelope clearly marked “**INVITATION TO PREQUALIFY AND TENDER**”. All bids should be addressed to:

**The Secretary,**

**Procurement Planning Committee,**

**Nigerian Law School Headquarters, Bwari,**

**P.M.B 170, Garki, Abuja.**

and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender not later than **12:00 Noon on Monday, 26 October, 2020** Any Tender received after this deadline shall be returned un-opened.

#### **(5.0) OPENING OF TECHNICAL BIDS**

Only the technical bids shall be opened immediately after the deadline for submission at **12:00 Noon on Monday, 26 October, 2020** in the Conference Room of the Nigerian Law School, Bwari, Abuja. Failure to comply with the tendering instructions shall lead to disqualification.

## **(6.0) IMPORTANT NOTICE**

- (i) Bids must be in English Language and signed by an official authorised by the bidder.
- (ii) All costs will be borne by the bidders.
- (iii) Only pre-qualified bidders at technical evaluation will be contacted at a later date for financial bid opening, while financial bids of un-successful bidders will be returned un opened.
- (iv) Bidders are excused from the bid opening, which will be attended by officials of private sector professional organisation and CSOs in the areas of anti-corruption/transparency. The event will be fully captured on video and can be provided to bidders on request;
- (v) Standard Bidding Documents can also be collected in Soft copies and Bidders can submit through Post (Courier Services);
- (vi) The Council or the Nigerian law School (the School) is not bound to pre-qualify any bidder 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.
- (vii) This advertisement shall not be construed as a commitment on the part of the Council or the School and No bidder is entitled to make any claim and /or seek any indemnity from the Council or the School by virtue of such bidder having responded to the advert.

**SECRETARY**

**PROCUREMENT PLANNING COMMITTEE**

**PRE-QUALIFICATION**

**BOOKMARK THIS JOB**

EducationFederal GovernmentMachinery & EquipmentSupply and InstallationTraining & Development