

NATIONAL BUSINESS AND TECHNICAL EXAMINATIONS BOARD (NABTEB)

National Headquarters, P.M.B 1747, Ikpoba Hill, Benin City, Edo State

INVITATION FOR PRE-QUALIFICATION, 2018 NATIONAL BUSINESS AND TECHNICAL EXAMINATIONS BOARD (NABTEB)

(1) INTRODUCTION

NABTEB intends to pre-qualify interested companies who wish to tender for Construction of Office Block

(2) ELIGIBILITY REQUIREMENTS

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

- (a) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Form CAC2 and CAC7;
- (b) Evidence of Company Income's Tax Clearance Certificate for the last three (3) years valid till 31st December, 2018;
- (c) Evidence of current Pension Compliance Certificate valid till 31st December, 2018;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 31stDecember, 2018;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2018;
- (f) 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.
- (g) 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 pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;

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

Must not have any Director who has been convicted in any Country for any criminal offenses relating to fraud or financial impropriety

(h) Company's Audited Accounts for the last three (3) years -2015, 2016, 2017;

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

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

(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) List of Plants/Equipment with proof of Ownership/Lease (where applicable);

(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) SUBMISSION OF PREQUALIFICATION DOCUMENTS

(3.1) Pre-qualification documents should be enclosed in a sealed envelope marked "PQD" 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 Unit Office, (Block B), National Business and Technical Examinations Board, National Headquarters, Ikpoba-Hill, Benin City **on or before 12:00 noon on Monday, 19 November, 2018.**

(4) OPENING OF BIDS

The technical bids shall be opened immediately after the deadline for submission at **12:00 noon on Monday, 19 November, 2018** in the Board Room, NABTEB, National Headquarters, Ikpoba-Hill, Benin City, Edo State. Any bid received after the deadline shall be returned un-opened.

(5) PLEASE NOTE

(i) Only pre-qualified companies short-listed shall be invited for collection of tender documents.

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

SIGNED

SECRETARY TO TENDERS BOARD

NABTEB, BENIN CITY