

Overview

**THE FEDERAL GOVERNMENT OF NIGERIA
NATIONAL EXAMINATIONS COUNCIL (NECO)**

**INVITATION FOR TENDER FOR 2019 NECO CAPITAL PROJECTS: CONSTITUENCY AND SPECIAL PROJECTS
(WORKS/SUPPLY)/EXPRESSION OF INTEREST(EOI) NATIONAL EXAMINATIONS COUNCIL (NECO)**

(1) INTRODUCTION

(1.1) The Federal Government of Nigeria through the Office of the NATIONAL EXAMINATIONS COUNCIL (NECO) is desirous of executing 2019 NECO Capital Projects, Constituency and Special Projects in various constituencies/locations of the Federation.

(1.2) Therefore, experienced and competent contractors/suppliers/service providers are invited to submit technical and financial bids for works and goods/Expression of Interest for the execution of projects as listed below:

(2) SCOPE OF SUPPLIES/SERVICES

| LOT NO | PROJECT DESCRIPTION |
|--------|---|
| | CATEGORY A: GOODS |
| 1 | Procurement And Supply Of Laboratory Equipment For Selected Secondary Schools In Oredo Federal Constituency |
| 2 | Supply Of Furniture And Books For Selected Secondary School In Oredo Federal Constituency |
| 3 | Provision Of Pupils Desk And Chairs For Selected Primary In Oredo Federal Constituency |
| | CATEGORY B: CONSULTANCY |

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| 4A | Safe And Secure Environment For Education In Fct Abuja |
| 4B | Safe And Secure Environment For Education In Nasarawa State |
| 4C | Safe And Secure Environment For Education In Kwara State |
| 4D | Safe And Secure Environment For Education In Benue State |
| 5 | Empowerment Of Youths For Self Sufficiency And Lifelong Learning In Some Selected Communities In Sabo N Gari. Fed. Const. Kaduna |
| 6 | Training On Electronic Documentation And Record Management Compliance For Senior Administrative Officers In Public School In Sabo N Gari. Fed. Const. Kaduna |
| 7 | Records And Efficient Record Management In Schools, Burutu Fed. Const. Delta State |
| 8 | Strategies For Conflict Management And Crisis Resolution In Primary And Secondary Schools In Burutu Fed. |
| 9 | Training Programme To Support Girl Child Education In Nasarawa Obi Fed, Const. Nasarawa State |
| 10 | Sensitization Programme On Domestic Violence In Nasarawa Obi Fed. Const. Nasarawa State |
| 11 | Training And Empowerment On ICT To The Youth In Bayelsa State |
| 12 | Training On Whole School Evaluation And Assurance In Kano State |

(3) ELIGIBILITY REQUIREMENTS

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- (b) Evidence of Company Income's Tax Clearance Certificate for the last three (3) years valid till 31st December, 2019;
- (c) Evidence of current Pension Compliance Certificate valid till 31st December, 2019;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2019;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2019;
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/1/2020 or valid Certificate issued by BPP.
- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of National Examinations Council 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 Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- (k) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation/Job Completion Certificates and Photographs of the projects;
- (l) Lot 11: Evidence of Registration with the Computer Registration Council of Nigeria
- (m) For Training: Evidence of accreditation by Centre for Management Development (CMD);

(n) 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 authorized officer of the firm.

(4) COLLECTION OF TENDER DOCUMENTS (GOODS)

Interested companies are to collect the Standard Bidding Document (SBD) from the office of the Head of Procurement on evidence of payment of a non-refundable tender fee of N10,000.00 per Lot, paid into the National Examinations Council's Remita account in any reputable commercial bank in Nigeria.

(5) SUBMISSION OF TENDER DOCUMENTS (GOODS)

Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to the Registrar, National Examinations Council Km 8, Bida Road P.M.B. 159, Minna, Niger State and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box **not later than 12:00 noon on Monday, 18 November, 2019.**

(6) SUBMISSION OF EOI DOCUMENTS (SERVICES)

Interested firms are to submit two (2) bound of Expression of Interest (Eoi) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to Registrar, National Examinations Council Km 8, Bida Road P.M.B. 159, Minna, Niger State and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box **not later than 12:00 noon on Monday, 21 October, 2019.**

(7) OPENING OF EOI/BIDS

The EOI and technical bids will be opened immediately after the deadlines for submission at **12:00 noon on Monday, 21 October, 2019 and 12:00 noon on Monday, 18 November, 2019** respectively, at NECO Headquarters, Km 8, Bida Road P.M.B. 159, Minna, Niger State in the presence of bidders or their representatives, while the Financial bids will be kept un-opened. Please, ensure that you sign the Bid Submission Register, as NECO will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the "Procurement Division, National examinations Council on e-mail address necoprocurement2019@gmail.com

GENERAL INFORMATION

- (a) Bids must be in English Language and signed by an official authorised by the bidder;
- (b) Bids submitted after the deadline for submission would be returned un-opened;
- (c) Bidders should not bid for more than two (2) Lots; contravention will lead to automatic disqualification;
- (d) Documents should be submitted with Table of Contents in the order listed in paragraph 3;
- (e) All costs will be borne by the bidders;
- (f) For Goods: Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned unopened;
- (g) For Services: Only shortlisted bidders will be contacted at a later date for collection of Request for Proposals;
- (h) NECO 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.

SIGNED:**DR. REGISTRAR/CE****NATIONAL EXAMINATIONS COUNCIL**