

## **UNIVERSAL BASIC EDUCATION COMMISSION**

Ubec Building, No. 7 Gwani Street, Wuse zone 4, P.M.B. 5086, Post Code 900284, Abuja – Nigeria

Email: [ubecnigeria@yahoo.com](mailto:ubecnigeria@yahoo.com), [ubecprocurement@gmail.com](mailto:ubecprocurement@gmail.com)

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### **INVITATION FOR TENDER FOR THE PRODUCTION AND DISTRIBUTION OF ECCDE PLAY EQUIPMENTS AND OTHER INSTRUCTIONAL MATERIALS FOR THE 36 STATES AND FCT.**

**Advert no: UBEC/TXB ECCDE/INSTR MAT/PU/NCB/ECD/2018**

#### **INTRODUCTION**

The universal basic education commission (UBEC) is a parastatal of the federal ministry of education responsible for coordinating and managing the implementation of basic education in Nigeria. The federal government through the commission intends to procure and distribute ECCDE play equipment other instructional and reference materials for the nation's basic education school system using the 2017 and part of 2018 instructional materials funds

Towards this end, UBEC hereby invites the submission of tender documents by eligible companies who have evidence of previous experience in this area. Such companies are expected to make submissions of their technical and financial bids for the supply, distribution and installation of ECCDE play equipment and other reference and instructional materials.

Packages available for bidding are shown below. Detailed information on lots will be contained in the standard bidding documents.

PACKAGE 1- CHILDREN PLAY EQUIPMENT

PACKAGE 2- INFORMATION TECHNOLOGY EQUIPMENT

PACKAGE 3- EDUCATIONAL INSTRUCTIONAL MATERIALS

#### **TENDER REQUIREMENTS**

The following supporting documents which are considered as key eligibility requirements should be provided in the technical bid:

- (1) Evidence of registration/incorporation with corporate affairs commission (CAC) certificate including forms CAC 02 and CAC 07.
- (2) Evidence of company income's tax clearance certificates for 2015, 2016 and 2017 valid till 31<sup>st</sup> December 2018 with a minimum of average turnover of N20m.
- (3) Evidence of current pension compliance certificate valid till 31<sup>st</sup> December 2018
- (4) Evidence of current national social insurance trust fund (NSITF) compliance certificates valid till 31<sup>st</sup> December 2018
- (5) Evidence of current insurance trust fund (ITF) compliance certificate valid till 31<sup>st</sup> December 2018.
- (6) Evidence of registration on the national database of federal contractors, consultants and service providers by bureau of public procurement (BPP) on the submission of interim registration report (IRR) expiring on 1/1/2019.
- (7) Company's audited accounts for years 2015, 2016 and 2017 properly stamped and endorsed by a reputable audit firm,
- (8) Evidence of financial capability to execute the project including reference letter from a reputable bank indicating willingness to provide credit facility for the execution of the project when awarded.
- (9) Verifiable documentary evidence of at least three (3) similar jobs successfully executed in the last three years (2015, 2016 and 2017) including award letters and completion Certificate(s) for the same years in the production and supply of ECCDE play equipment and other instructional materials to state universal basic education boards or public schools for packages 1&3 only.
- (10) Evidence of sworn affidavit:
  - (i) Disclosing whether or not any officer of the relevant committees of universal basic education commission 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; and that

(ii) None of the directors of the firm has been convicted of any criminal offence relating to fraud, financial impropriety, falsification or acts similar in nature and to state that all documents used for this bidding are genuine.

All affidavits submitted must be deposed as described and properly addressed to UBEC. Any affidavit that predates this advert will be rejected.

(11) All documents for submission must be properly bound and numbered with a well arranged table of contents with clear page numbering. All submissions must contain a forwarding/covering letter under the company/firm's letterhead paper bearing amongst others, the registration number (RC) as issued by corporate affairs commission (CAC), telephone number, email and contact address and the company's bid price duly addressed to the executive secretary, UBEC. The company's letter headed paper must bear the names and nationalities of the directors of the company at the bottom of the page, duly signed by an authorized officer of the firm. Any submission that does not contain all the above information will be rejected.

(12) All envelopes must be properly addressed and sealed. Any envelope not properly addressed including lot numbers and project titles will be Rejected/Disqualified.

(13) All submissions must be brief containing only items listed above. Unnecessary narratives will not earn additional marks.

(14) Bidders are restricted to bid for a total of two (2) lots in all packages.

## **COLLECTION OF TENDER DOCUMENTS**

Interested companies are to collect standard bidding documents at the procurement unit,

UBEC headquarters, no. 7 Gwani street, wuse zone 4, Abuja, room 30, 1<sup>st</sup> floor between the hours of 10.00 am and 2.00 pm, Monday to Friday on the payment of a non-refundable fee of ₦10,000.00. Bid documents can only be collected upon presentation of the relevant receipt of payment to the bank.

The fee should be paid as follows:

(i) Generate Remita Receiver Reference (RRR) in the format below:

Payer: Name of company,

Name of beneficiary: Office of Accountant General( the small lettered one),

Service Type: FGNIGR Collections,

Phone No: 08033280580

Email: [kayronschools@gmail.com](mailto:kayronschools@gmail.com)

GIFMIS Revenue Code: 1000103090

Brief Description: Technical/financial bids

MDA Name: Universal Basic Education Commission(UBEC)

Type of Payment: Tender fees

Evidence of payment of N10,000.00 at any commercial bank.

Note: Evidence of payment in the form of Teller and Printer from the Bank must be presented at Finance Department 2<sup>nd</sup> floor UBEC headquarters No. 7 Gwani Street, Wuse zone 4, Abuja for issuance of UBEC receipt.

### **SUBMISSION OF TECHNICAL AND FINANCIAL BIDS**

Prospective bidders are to submit one hard copy each of Technical and Financial Bids with soft copy of Financial bid only in MS excel format, packaged separately in sealed envelopes and clearly marked as technical bid or financial bid. The soft copy of the Financial bid is to be inserted into the envelope containing the hardcopy of the Financial bid. Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to

**The executive secretary,**

**Universal Basic Education Commission,**

**UBEC Building,**

**7 Gwani Street, off IBB Way,**

**Wuse Zone 4, Abuja.**

## **Attention: AD, Procurement**

Furthermore, the reverse side of each sealed envelope should have the name and address of the bidder, the number and project title and drop in the designated tender box in the Conference room as shown below. Any submission that did not comply with the above requirement will be rejected / disqualified.

## **OPENING OF BID DOCUMENTS**

The Technical Bid would be opened as follows:

### **(A) Package I-Children Play Equipment**

Lots under this package would be opened immediately after the deadline for submission by 12.00 noon on **Thursday, 26<sup>th</sup> July, 2018** at the UBEC conference hall, 1<sup>st</sup> floor, UBEC headquarters no 7 Gwani street, Wuse zone 4, Abuja.

### **(B) Package II- Information Technology Equipment**

Lots under this package would be opened immediately after the deadline for submission by 12.00 noon on **Monday 30<sup>th</sup> July, 2018** at the same venue as mentioned in A above.

### **(C) Package III- Educational Instructional Materials**

Lots under this package would be opened immediately after the deadline for submission by 12.00 noon on **Thursday 2<sup>nd</sup> August, 2018** at the same venue as mentioned in A above.

Please note that UBEC will not be liable for any misplaced or wrongly submitted, bids.

Further enquiries/clarifications can be obtained from the procurement unit, office of the executive secretary, at the above address between the hours of 10:00 am and 2.00 pm Monday to Friday. Alternatively, the procurement unit can be reached on GSM no 08133371834 or [ubecprocurement@gmail.com](mailto:ubecprocurement@gmail.com).

**SIGNED:**

**AD, Procurement**

**For: Executive Secretary**

Note: All prospective bidders are advised to look out for the results of the exercise through text messages to the telephone numbers- provided by the bidder, UBEC noticeboards and website ([www.ubeconline.com](http://www.ubeconline.com)).