

National Teachers' Institute (NTI), Kaduna
Invitation for Pre- Qualification of Interested Firms for the Capacity Building
Workshops on Special Educational Needs and Disabilities (SENDS) and Faith-Based
HIV/AIDs Awareness (2016 SDGs)

The National Teachers' Institute, Kaduna is in the process of implementing the 2016 SDGs intervention Training of Teachers on Special Educational Needs and Disabilities (SENDS) and Faith-Based HIV -AIDs Awareness for Primary and Junior Secondary School Teachers in 36 states and FCT. The purpose of the training is to develop the skills and competency of Teachers at Basic Education Level on effective handling of cross-cutting issues on Special Educational Needs and Disabilities (SENDS) and HIV-AIDs Awareness. The specific objective of the Training on Special Educational Needs and Disabilities (SENDS) is to develop the skills and competency of primary and junior secondary school teachers to implement differentiated teaching methods in their classrooms in order to promote integration and effectively teach pupils with special educational needs and disabilities. The Training on Faith-Based HIV – AIDs Awareness is specifically meant to create moral based awareness on HIV-AIDs among the junior secondary school teachers.

The workshops will be implemented under the Sustainable Development Goals (SDGs) Projects. The National Teachers' Institute (NTI) Kaduna is, by this advertisement, inviting reputable firms to apply for prequalification:

Lot 1: Capacity Development on Special Educational Needs and Disabilities (SENDS) for Primary and Junior Secondary Schools Teachers in the 36 states and the FCT.

Lot 2: Capacity Development on Faith-Based HIV- AIDs Awareness for Junior Secondary School Teachers in the 36 states and the FCT.

PREQUALIFICATION REQUIREMENTS

Interested firms should submit their bids along with the documents mentioned hereinafter in a sealed envelope to the address indicated below. Failure to submit any of the underlisted documents may lead to the disqualification of the bid:

- (i) Valid Certificate of Incorporation/Registration with the Corporate Affairs Commission.
- (ii) Tax Clearance Certificate for at least three years (2013, 2014 & 2015).
- (iii) Evidence of Value Added Tax (VAT) Registration and Remittance

- (iv) Company's profile including details of staff strength
- (v) Evidence of experience in the at least (3) jobs of similar nature and completely executed within the last three years with verifiable letters of Award, evidence of payment (if any) and certificate of job completion (if any).
- (vi) Organizational structure, available manpower with list of technical staff with their resumes
- (vii) Evidence of financial capacity and Banking support in the form of the last one year Bank Statement and Bank Reference.
- (viii) Bid Bond of NGN1,000,000 issued in favour of National Teachers Institute, Kaduna.
- (ix) Payment of non-refundable bidding fee of N10,000.00 (Ten Thousand Naira only) through NTI Treasury Single Account (TSA) using REMITA flat-form in any bank and present the REMITA Retrieval Reference (RRR and Bank Teller Receipts) to the Institute as evidence of payment.
- (x) Evidence of Registration with National Pension Commission (PENCOM).
- (xi) Evidence of Registration with the relevant professional bodies such as ARCON, COREN, ICCON or IPAN, Centre for Management Development (CMD).
- (xii) Annual Audited Accounts for the last 3 years (2013, 2014 & 2015).
- (xiii) Evidence of payment of Training Contributions to Industrial Training Fund (ITF) in line with Section 6 (1)- (3) of the amended ITF Act No. 19 of 2011.
- (xiv) Evidence of Compliance with the Employers' Compensation Act which requires that all Employers of Labour must remit 1% of the total annual emolument of their workers to the Nigerian Social Insurance Trust Fund.
- (xv) Evidence of Registration with Financial Reporting Council of Nigeria in line with the Federal Government Circular with reference No. SGF/OP/1/S.3/IX/547 of 14th March, 2013 (a copy of FRC Certificate must be attached).
- (xvi) Evidence of Registration with the Bureau of Public Procurement (BPP) on their National Database evidenced by Interim Registration Report (IRR).

SELECTION CRITERIA

Interested firms will be selected in accordance with the provisions of the Procurement Act 2007 and Due Process mechanism.

BID PRESENTATION

Interested firms are to submit separate prequalification proposal in sealed envelope. The proposal together with the documents earlier listed are to be submitted in sealed envelope and addressed to the **Director-General and Chief Executive, National Teachers' Institute, KM5 Kaduna-Zaria Road, P.M.B. 2191, Kaduna** duly marked "Technical Proposal".

The envelopes duly marked "Lot 1: SENDs or Lot 2 Moral Based HIV-AIDS" as appropriate. The bid should be dropped in the Tender Box at the office of the Registrar. Bidder's name, address and telephone numbers should be indicated on the reverse side of the envelopes. Bidders are to ensure that they also sign the Submission register in the Registrar's office of the Institute.

CLOSING DATE

Closing date for the submission of Technical bids is **Monday, 27th June, 2016 not later than 12.00 noon** at the Registrar's office, NTI Headquarters Kaduna; while bids will be opened immediately on the same day at the SMASE complex building NTI Headquarters, Kaduna.

NB: Bids submitted after **12 noon of 27th June** will not be accepted

Signed:

Management