

**National Commission for Mass Literacy Adult and Non-Formal Education
Plot 1641, Bade Close, Off Ubiaja Crescent,
P.M.B 295, Garki, Abuja.**

Invitation for Pre-Qualification and Tender

(1) Introduction

The National Commission for Mass Literacy, Adult and Non-Formal Education (NMEC) a Federal Government Parastatals under the Federal Ministry of Education wishes to procure under her 2015 Capital Budget and Universal Basic Education Intervention Fund (IMC) 2015.

Applications are hereby invited from reputable and interested bidders to submit Financial and technical bids per lot for the under listed lots.

(2) Scope of Work Per Lots

Lot Number	Description of Projects	Location	Tender Fees (N:K)
A LOT/01	Construction of Community Learning Centre	Abuja	20,000.00
LOT/02	Construction of Community Learning Centre	Abia	20,000.00
LOT/03	Construction of Community Learning Centre	Bauchi	20,000.00
LOT/04	Construction of Community Learning Centre	Edo	20,000.00
LOT/05	Construction of Community Learning Centre	Ekiti	20,000.00
LOT/06	Construction of Community Learning Centre	Imo	20,000.00
LOT/07	Construction of Community Learning Centre	Katsina	20,000.00
LOT/08	Construction of Community Learning Centre	Kwara	20,000.00
LOT/09	Construction of Community Learning Centre	Oyo	20,000.00

LOT/10	Construction of Community Learning Centre	Plateau	20,000.00
LOT/11	Construction of Community Learning Centre	Rivers	20,000.00
LOT/12	Construction of Community Learning Centre	Taraba	20,000.00
LOT/13	Construction of Community Learning Centre	Zamfara	20,000.00
LOT/14	Construction of 1No 3 Room Classroom with VIP Toilet and Two Offices	Kano	20,000.00
LOT/15	Construction of 12 Rooms 24 Bedded Hostel	Kano	20,000.00
LOT/16	Rehabilitation and Upgrading of Minna Vocational Centre	Minna	20,000.00

B

GOODS/SERVICES

LOT 1	Production of Community Learning Centres Furniture and Class Materials	Only for those with verifiable production site	10,000.00
LOT 2	Procurement of E-Learning Literacy by Radio Phone for each – one – tech	Only those with manufacturers authorization	10,000.00
LOT 3	Provision of vocational Materials and Equipment of Minna Vocational Centre	Minna	10,000.00
LOT 4	Purchase of Quality assurance Monitoring Vehicles		10,000.00
LOT 5	Procurement of E-learning and Library Materials	Kano	10,000.00
LOT 6	Purchase of Generators		10,000.00

	Procurement of Project	
LOT 7	Vehicles	10,000.00

(3) Mandatory Eligibility Pre-Qualification Requirements

- (i) Evidence of Registration with Corporate Affairs Commission (CAC)
- (ii) Certified true Copies of Articles and Memorandum of Association
- (iii) Evidence of tax Clearance Certificate (2012-2014)
- (iv) Evidence of VAT registration and VAT remittance receipts
- (v) Audited Accounts of the Company for the last three (3) years Duly endorsed by a firm of the Chartered Accountants (2012-2014)
- (vi) PENCOM Certificate with evidence of Remittance to Pension Fund Administrators
- (vii) Compliance with the Employee's Compensation Act (i. e) Remittance of 1% of the total emolument of your workers to the Nigerian Social Insurance Trust Fund (NSITF)
- (viii) Evidence of compliance certificate with Industrial Training Fund (ITF) Act No. 19 of 2011
- (ix) A sworn court affidavit that;
 - (a) The company is not in receivership, insolvent or bankrupt.
 - (b) The company does not have any Director who has been convicted by any court in Nigeria or any other country for criminal offence in relation to fraud or financial impropriety.
 - (c) There is no officer of the relevant committees of NMEC or BPP who is a former or present Director, Shareholder or has any pecuniary interest in the bidder.
 - (d) That all the documents submitted for the pre-qualification bid are True and correct in all particulars.

(3.1) Other Requirements

- (x) A Letter authorizing NMEC to cross-check the submitted company's documents
- (xi) List and verifiable documentary evidences of similar and other jobs successfully executed (or being executed) within the last three years including their letters of awards, contract agreements and relevant completion certificates or certificates of valuation where the Jobs are on-going.
- (xii) Verifiable list of major construction equipment and facilities including registration numbers, chassis numbers, location (where they can be inspected) and remark on whether these are owned, hired or leased. (if Applicable)
- (xiii) List of key technical personnel stating their roles, designation, qualifications (endorsed copies) and years of experience with the guarantee that a minimum of three (3) relevant Registered Professionals shall be deployed to the project (WORKS PROJECTS) & Evidence of Production site Dealership or Manufacturers Authorization where Applicable (GOODS AND SERVICES)
- (xiv) Evidence of payment of Non-refundable tender fee of N20, 000 for WORKS and N10,000 FOR GOODS AND SERVICES as reflected in the advertisement to collection account No 002015461022 with CBN
- (xv) Original and signed copies of Tender Forms as provided for each lots.
- (xvi) All documents must be serially arranged according to the criteria in the advertisement (as listed above).
- (xvii) Detailed company's profile with relevant information concerning contact, telephone and e-mail of company representative.
- (xviii) Evidence of Registration on the National Database of contractors, consultants and service providers online registration with Bureau of Public Procurement

NB: Originals of any photocopied documents submitted above must be produced for sighting during the opening session, PLEASE NOTE THAT SUBMISSION OF FAKE DOCUMENTS IS A FRAUDULENT PRACTICE PUNISHABLE UNDER THE RELEVANT LAWS.

All companies will be assessed strictly on proofs of documents submitted to back up their claims.

(3.2.) Financial Proposals

(A) Works

The following documents shall be issued to interested Companies as the basis for the Financial Proposals.

(a) A set of drawings for the works giving the specifications required for the construction.

(b) A blank copy of the Bills of Quantities for the Works to be priced by the interested Company strictly in compliance to the Instruction therein, In addition to the pricing of the Bills of Quantities a responsive Bid must be duly signed by authorised signatory as introduced with works completion period stated.

(E) Goods & Services

(a) Detailed scope of services and a copy of quotation for pricing.

(4) Collection of the Tender Documents

Interested and Qualified bidders are to collect bid documents from procurement unit 2nd floor National Commission for Mass Literacy Adult and Non-Formal Education Headquarter Abuja, upon the presentation of evidence of payment of Non-Refundable tender fee of N10,000.00 (Goods & Services) per lot) AND N20. 000.00 (WORKS) per lot and not more than 2 lots per bidders IFO Mass Literacy commission using the Central Bank of Nigeria (CBN) Payment account number as follows:

Account Name: National Commission for Mass Literacy

Bank Name: Central Bank of Nigeria

Account Number: 0020158461022

Bank: On Remita Platform through Any Commercial Bank in Nigeria

(5) Submission of Tender Documents

The pre-qualification /Technical requirements should be sealed in a separate envelope and clearly marked “**PREQUALIFICATION / TECHNICAL BID**” while the FINANCIAL bid should be in another separate envelope, sealed and clearly marked “**FINANCIAL BID**” **The TECHNICAL documents should have clean and clear three (3) copies, arranged serially as listed in the requirement (I – XVIII) above All documents should be in ring binding.** Both envelopes should be sealed and placed in the third envelope marked with the appropriate project title

and LOT NO at the top right hand corner on one side and bidders name on the other side and addressed as below, **not later than 10:00am on 11th December, 2015.**

The Secretary Tenders' Board

Plot 1641 Bade Close, Off Ubiaja Crescent,

Garki II, Abuja.

The Tender document (RING BINDED) should be deposited in the Tamper Proof Box at the conference Room 1ST floor National Commission for Mass Literacy Adult and Non-Formal Education Headquarter Abuja, after duly registered in the tender register in the procurement office 2nd floor same building.

(6) Opening of Bids

Opening of bids will take place immediately by 10:00am on the same date as above at the Commission's Head office Conference Room. Bidders or Representative, Civil rights organizations and general public are by this notice invited to witness the opening of bids,

(7) Additional Information

(a) The Commission will not be responsible for any cost /expenses incurred by any interested party(ties) in connection with any response to this invitation and or the preparation or submission in response to any inquiry.

(b) Please note that this advertisement shall not be construed as a commitment on the part of the Commission to award any or all the above listed projects.

(c) The Commission reserves the right to verify any claim made by any of the bidders.

(d) Late submission of bids will be rejected.

(e) Only firms that comply with mandatory requirements will be considered.

(F) NMEC reserves the right to verify any claim(s) made by any of the bidders.

Signed

Management