

National Board for Technical Education

Plot B Bida Road, PMB 2239, Kaduna

Invitation for Pre-Qualification

1.0 Preamble

The National Board for Technical Education (NBTE) Kaduna, a Parastatal of the Federal Ministry of Education, intends to upgrade its property located at Maitama District in Abuja, under the 2012 Capital Appropriation Act. In particular, this will involve the renovation of the existing buildings and the facilities therein. The Board is therefore desirous of engaging competent Contractors to undertake the works.

In view of the above, the Board hereby wishes to invite interested and eligible contractors with proven capabilities to apply for pre-qualification for the works.

2.0 Scope of Works

The scope of the works includes the following:

- Renovation and upgrading of existing buildings and facilities;
- Upgrading the Electrical and Mechanical services in the Buildings;
- External works and Landscaping of the Buildings' surroundings;

3.0 Pre-Qualification Requirements:

To be considered for pre-qualification, interested, competent and reliable Contractors are required to provide verifiable evidence including but not, limited to the following documents:

- 3.1 Photocopy of Current Company Tax Clearance Certificate for the last 3 (Three) Years (2009, 2010 and 2011);
- 3.2 Photocopy of Certificate of Incorporation/Business Registration in Nigeria with Corporate Affairs Commission;
- 3.3 Photocopy of Value Added Tax (VAT) Registration Certificate and evidence of VAT remittance;

- 3.4 Company's Audited Accounts for the last three (3) years. (2009, 2010 and 2011), duly signed and stamped;
- 3.5 Comprehensive Company Profile including details of the Management and Professional staff and copy of Company Brochure with convincing evidence of competence to undertake the relevant supplies;
- 3.6 Evidence of adequate relevant equipment and infrastructure to handle the job;
- 3.7 Evidence of legal capacity to enter into contract i.e. the company is not a receivership;
- 3.8 Evidence of technical, operational and managerial capabilities;
- 3.9 Evidence of Financial capabilities to execute the supplies. This should include certified statement from a reputable Bank. (Bank reference letter only is not acceptable);
- 3.10 Verifiable evidence of previous experience i.e. having successfully carried out similar supplies in the last five (5) years with their costs, locations, name and telephone number of the client and copies of award letter and Completion certificates;
- 3.11 Evidence of Compliance with the Federal Government Pension Reform Act;
- 3.12 A Sworn Affidavit affirming that none of the Directors of the Company was ever convicted in a Court of Law;
- 3.13 Any other relevant document that will place the Company on a comparative advantage.

4.0 Note:

- 4.1 The Pre-qualification documents must be arranged in the order listed above. Submissions could be disregarded for failure to comply with this instruction
- 4.2 Any Company that submits fake documents shall be disqualified outright and may be reported to the appropriate authority;
- 4.3 Bidders should accompany the bid with a disclosure whether any officer of NBTE is a former or present Director, Shareholder or has any peculiar interest in the Company.

5.0 Closing Date:

Companies are to submit two (2) copies of the Pre-qualification documents in sealed envelope, boldly marked “**PRE-QUALIFICATION FOR RENOVATION OF NBTE LIAISON OFFICE, ABUJA**”. This must be delivered by hand or registered mail to reach the undersigned on or before 12.00 noon on the 30th April 2012.

The Executive Secretary

National Board for Technical Education,

3rd Floor, Plot 'B' Bida Road,

Kaduna.

6.0 Important Information:

6.1 The documents submitted will be opened on 30th April 2012 by 12.30 pm at NBTE Conference Room, 3rd Floor, Secretariat Building, Kaduna;

6.2 NBTE will not enter into any correspondence with any unsuccessful Company.

This Advert shall not construe to be commitment on the part of NBTE nor shall it entail the Company to make any claim(s) whatsoever and/or to seek any indemnity from NBTE by virtue of such Company having responded to this Advertisement.

Signed:

Executive Secretary

National Board for Technical Education,

Kaduna.