

Teachers Registration Council of Nigeria

Invitation for Prequalification and Financial Bids

1.0 Introduction

The Teachers Registration Council of Nigeria (TRCN), an agency of the Federal Ministry of Education established to regulate and control the teaching profession in all ramifications with headquarters in Abuja, FCT, Nigeria wishes to invite reputable and competent contractors to prequalify and bid for the execution of the following projects under the 2012 Financial Year Capital budget.

2.0 Scope of Work

The scope of work therefore includes:

LOT 1: Printing of revised Teachers Professional Standard's Manual (Full Version)

LOT 2: Printing of Teachers Professional Standard's Manual (Advocacy Version)

LOT3: Supply of equipment for proper implementation, monitoring and evaluation of Teachers Professional Standards

3.0 Technical and Financial Bid Submission Requirement

- Evidence of Registration with Corporate Affairs Commission including photocopies of Form CO2 and Co7
- Current Tax Clearance for the Past three (3) years (2009,2010 and 2011)
- VAT Registration Certificate and remittance
- Evidence of PENCOT registration and remittance

- Evidence of compliance with Industrial Training Fund Act
- Audited Account for the Past three (3) years (2009, 2010 and 2011)
- Evidence of financial capability from the Bank. This should include certified Bank statement. (Bank reference letter only is not acceptable)
- Company profile including names, qualification, technical experiences of company's key personnel
- Evidence of technical, operational and managerial capabilities
- Verifiable evidence of previous experience i.e. having successfully carried out similar job 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
- A sworn affidavit affirming that none of the Directors of the Company was ever convicted in a Court of Law
- Any other relevant document that will place the company on comparative advantage.

4.0 Collection of Bid Documents

Interested companies are to collect tender documents from the office of.

Director, Planning, Research and Statistics

Teachers Registration Council of Nigeria

12, Oda Crescent, Off Aminu Kano Crescent,

Wuse II, Abuja.

Upon the presentation of evidence of payment of N30,000.00 (Thirty Thousand Naira) only, being a non-refundable tender fee into TRCN Account No 1001807708 with United Bank for Africa Ltd.

5.0 Submission of Tender/Proposal

The completed technical and financial bids should be submitted in two separate sealed envelopes and marked at the left corner “Confidential” and boldly written (1) “Prequalification for.....”, (2) “Financial bid for” indicating the LOT number.

All documents should be enclosed in a sealed envelope and returned to the address below not later than 12.00noon on Friday September 21st, 2012. Late submission will be rejected.

The Registrar/Chief Executive

Teachers Registration Council of Nigeria

12, Oda Crescent, Off Aminu Kano Crescent,

Wuse II, Abuja.

Attention: Director, Planning, Research and Statistics

6.0 Bid Opening and Venue

Technical Bids will be opened on the closing date of submission Friday September 21, 2012 in the Conference Room, Registrar’s block of Teachers Registration Council of Nigeria by 1.00pm all bidders, NGOs and General Public are invited to the opening of the Technical Bids.

7.0 Note

- The prequalification documents must be arranged in the order listed above. Submission could be disregarded for failure to comply with this instruction.

- Any Company that submits fake documents shall be disqualified outright and may be reported to the appropriate authority
- Bidders should accompany every bid with a disclosure whether any officer of Teachers Registration Council of Nigeria (TRCN) is a former or present Director, Shareholder or has any pecuniary interest in the Company.
- This advertisement shall not be construed as a commitment on the part of the Teachers Registration Council of Nigeria nor shall it entitle any bidder submitting documents to claim any indemnity from the Council.

Signed

Management