

ational Teachers' Institute (NTI), Kaduna

Invitation for Submission of Technical and Financial Bids for Consultancy Services (MDGS Project) 2012 at the National Teachers' Institute, Kaduna

The National Teachers' Institute, Kaduna is in the process of implementing the 2012 MDGs 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 competencies of primary and junior secondary 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 funded from the Debt Relief Grant and implemented under the Millennium Development Goals (MDGs) Projects. The National Teachers' Institute (NTI) Kaduna is, by this advertisement, inviting reputable consulting firms to prequalification as consultants on:

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.
- iii. Evidence of Value Added Tax (VAT) Registration and Remittance
- iv. Company's Profile including details of staff strength
- v. Evidence of Experience in at least three (3) jobs of similar nature and complexity executed within the last three years with verifiable letters of Award, evidence of payment (if any) and certificate of job completion (if any)
- vi. Evidence of Financial Capacity in form of Bank Reference for a reputable Financial Institute.
- vii. Bid Bond of NGN1,000,000 issued in favour of National Teachers' Institute, Kaduna
- viii. Payment of non-refundable bidding fee of N30, 000.00 (Thirty Thousand naira only), for each Lot in Bank draft payable to the Nation Teachers' Institute, Kaduna.
- ix. Evidence of Registration with National Pension Commission (PENCOM).
- x. Evidence of Registration with relevant professional bodies such as the Centre Management Development (CMD).
- xi. Annual Audited Accounts for the last 3 years (2009, 2010 and 2011).

The terms of reference detailing the scope is outlined in the bidding document can be obtained at the NTI Headquarters, Kaduna.

Selection Criteria

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

Bid Presentation

Technical and Financial bids (2 hard copies) shall be submitted in two different sealed envelopes and labeled “Technical Bid” and “Financial bid” respectively with the firm’s name indicated at the back of each envelope. Both envelopes should be sealed and placed in the third envelope marked with the Lot No and Name at the Top right hand corner 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 and Financial Proposal”.

The envelopes duly marked “Lot1: SENDs Consultant” or Lot 2: Moral Based HIV-AIDS Consultant” as appropriate.

The bid should be dropped in the Tender Box at the office of the Registrar. Bidders are to ensure that they also sign the submission register in the Registrar’s office of the Institute.

Closing Date:

All bids must be delivered to the address below on or before 25th June 2012 by 12.00 noon.

Opening Bid:

- i. The documents submitted will be opened on 26th June 2012 by 12.00 noon at the conference room National Teachers’ Institute Kaduna.
- ii. National Teachers’ Institute will not enter into any correspondence with any unsuccessful Company.

Signed**Management**