

National Board for Technical Education (NBTE)

Plot B' Bida Road, PMB 2239, Kaduna

Website: www.nbte.gov.ng

Invitation for Submission of Technical and Financial Bids for Supply of Office Furniture and Equipment

(1.0) Preamble

The National Board for Technical Education (NBTE) Kaduna, a Parastatal of the Federal Ministry of Education, intends to procure some Office

Furniture and Equipment for its Head office at Kaduna. The Board hereby wishes to invite interested and eligible Furniture/Office Equipment supplies with proven capabilities to submit Technical/Financial Bids for prequalification.

(2.0) Scope of Services

(2.1) Supply and Installation of Office Furniture

The scope of the supply includes but not limited to the following:

- (1) Furniture for Directors/Secretaries Offices and Waiting Room.
- (2) Furniture for Deputy Directors/Secretaries Offices.
- (3) Furniture for Senior Officer's Offices.
- (4) Furniture for Theatre Podium.
- (5) Steel Drawer Filing Cabinet.
- (6) Venetian Blinds, etc.

(2.2) Supply and Installation of Office Equipment

This will involve the supply of office equipment, which includes but not limited to the following:

- (1) Photocopying Machines.
- (2) Refrigerators and Air Conditioners.
- (3) Desktop/Laptop Computers/Accessories, Printers and Scanners.
- (4) Upgrade of Laserfichc Document Management Software.

(5) Avision High Speed Digital Scanners.

(6) Internet Communication Mast.

(7) Office lift, etc.

(3.0) Submission of Bid Documents:

(3.1) Technical Proposal:

The interested, competent and reliable suppliers are to provide verifiable evidence including but not limited to the following documents:

- Photocopy of Current Company Tax Clearance Certificate for the last 3 (Three) Years (2012, 2013 and 2014).
- Photocopy of Certificate of Incorporation Business Registration in Nigeria with Corporate Affairs Commission.
- Photocopy of Value Added Tax (VAT) Registration Certificate and evidence of VAT remittance.
- Company's Audited Accounts for the last three (3) years. (2012, 2013 and 2014), duly signed and stamped.
- Comprehensive Company Profile showing details of the Management and Professional Staff and a copy of Company Brochure with convincing evidence of competence to undertake the relevant services.
- Evidence of relevant equipment/infrastructure to handle the supplies.
- Evidence of legal capacity to enter into contract i.e. the Company is not in receivership.
- Evidence of technical, operational and managerial capabilities.
- Evidence of financial capabilities to execute the supplies. This should include certified Bank Account Statement from a reputable Bank. (Bank reference letter only is not acceptable).
- Evidence of Compliance with Federal Government Pension Reform Act.
- 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 letters.
- A Sworn Affidavit affirming that none of the Directors of the Company was ever convicted in a Court of Law.

(3.2) Financial Documents:

Tender Documents are to be purchased at the sum of N 10,000.00 only in the office of the Executive Secretary, 3rd Floor, NBTE Secretariat Building, Kaduna between the hours of 9:00am and 4:00pm daily.

(4.0) Note:

(4.1) The Technical Bid document 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 one (1) copy each of the Technical and Financial Proposals in separate sealed envelopes, boldly marked “Technical Proposal for Supply of (Office Furniture or office Equipment Interested in) to NBTE, Kaduna” and “Financial Proposal for (Office Furniture or Office Equipment Interested in) to NBTE, Kaduna”. Bids must be delivered by hand **on or before 12.00 noon on 29th October 2015** addressed to:

**The Executive Secretary,
National Board for Technical Education,
3rd Floor, Plot ‘B’ Bida Road, Kaduna.**

(6.0) Important Information:

(6.1) Technical bid documents submitted will be opened **on 29th October 2015 by 12.30 pm at NBTE theatre. New Office Block Wing, NBTE Secretariat Complex, Kaduna.**

(6.2) Only successfully pre-qualified Companies’ Financial Bid documents will be opened after the pre-qualification evaluation exercise. Bids for unsuccessful Companies will be instantly return to them unopened.

(6.3) NBTE will not enter into any correspondence with any unsuccessful Supplier.

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 by:

**The Executive Secretary
NBTE, P.M.B. 2239,
Bida Road,
Kaduna.**