

National Institute for Educational Planning and Administration (NIEPA), Ondo

Invitation for the Pre-Qualification for the Printing of Training Manuals for Capacity Building for Primary and Junior Secondary School Teachers (MDGS) Project (2011)

The National Institute for Educational Planning and Administration (NIEPA), Ondo is in the process of executing the 2011 Capacity Building Workshop for 28,800 Head Teachers of Primary Schools in about 111 designated training centres across the nation. The workshops are scheduled to hold between September and November, 2011. The purpose of the training is to upgrade the skills of the Head Teachers effective school administration. The participants will also be given Training Manuals and Work Books.

The workshops will be funded from the Debt Relief Grant and Implemented under the Millennium Development Goals (MDGs) projects. The workshops will be facilitated by selected resource persons using specially designed self-instructional manuals.

NIEPA is by this advertisement inviting reputable printers to tender for the pre-qualification of the Training Manuals and Handbook.

The printers will be required to meet the standards determined by the Institute in terms of quality of materials and finished products, capacity for timely delivery, and adequate-facilities to deliver.

The specifications for the Manuals and the Handbook are available for collection at NIEPA Headquarters, Ondo

Pre-Qualification Requirements

Interested companies should submit their pre-qualification proposal along with the documents stated hereinafter in sealed envelopes to the address below. Failure to submit any of the under listed documents may lead to the disqualification.

- i. Full details of the company's profile
- ii. Certificate of Registration with the Corporate Affairs Commission

- iii. Three years Tax Clearance Certificate
- iv. Evidence of VAT Registration and Remittance
- v. Evidence of similar job(s) executed in the past (with verifiable addresses)
- vi. Organizational structure, available manpower with list of technical staff with their resumes
- vii. List of equipment
- viii. Company audited accounts over the past three years
- ix. Evidence of Registration with Pensions Commission in compliance with provisions of Section 16(6) (d) of the Public Procurement Act, 2007 (PPA 2007)
- x. Payment of non-refundable bidding fee of N30,000.00 (Thirty Thousand Naira only) payable in Bank Draft to the NIEPA, Ondo

Selection Criteria

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

Presentation

Interested firms are to submit pre-qualification Technical Proposals in sealed envelope addressed to the **Director-General and Chief Executive, National Institute for Educational Planning and Administration (NIEPA) Km. 4, Laje Road, P.M.B. 562, Ondo, Ondo State**, duly marked "PRINTING". The bid should be dropped in the Tender Box in the office of the Director-General/CEO. **Bidder's name, address and telephone numbers** should be indicated on the reverse side of the envelope. Bidders are to ensure that they also sign the Submission Register in the DG's office.

CLOSING DATE

All bids must be delivered to the address above on or before 22nd September 2011 by 12.00 noon.

Director-General/Chief Executive Officer