

**National Teachers Institute (NTI), Kaduna**

**Invitation for the Pre-qualification for Production of Training Manuals for 2016 Capacity Building for Primary School Teachers (SDG 2016) Project**

The National Teachers' Institute, Kaduna is in the process of implementing the 2016 SDGs Capacity Building Workshops for Primary School teachers in about 37 designated centres nationwide (1 centre in each of the 36 states and FCT). The workshops are scheduled to hold during the Long Vacation (August/September 2016).

The essence of the training is to refresh the participants in the innovative techniques of Basic Teaching Methodologies, Classroom Management Techniques, Information and Communication Technology (ICT) Language Communication Skills and strategies of teaching the four core subjects.

The workshops will be facilitated by selected resource persons using specially designed self-instructional manuals (one on each subject).

**The National Teachers' Institute is by this advertisement inviting reputable printers to tender for:**

- (1) The prequalification for the production of training manuals and
- (2) The production of customized CD Plates for Participants

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.

**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 will lead to the disqualification of the bid:

- (i) Full detail of the Company's profile.
- (ii) Certificate of Registration with the Corporate Affairs Commission.
- (iii) Tax Clearance Certificate for at least Three years (2013, 2014 & 2015).
- (iv) Evidence of VAT Registration and Remittance.
- (v) Evidence of similar jobs(s) executed in the past (with verifiable addresses).
- (vi) Organisational structure, available manpower with list of technical staff with their resumes.

- (vii) List of equipment/Distribution facilities
- (viii) Evidence of financial capability/Bank Reference and Annual Turn Over of at least N50 Million **Duly Stamped by the Bank**
- (ix) Company audited accounts over the past three years (2013, 2014 & 2015)
- (x) Evidence of Registration with Pensions Commission in Compliance with provisions of Section 16 (6) (d) of the Public Procurement Act, 2007 (PPA 2007).
- (xi) Payment of non-refundable bidding fee of N10,000.00 (Ten Thousand Naira only) through NTI Treasury Single Account (TSA) using REMITA flat-form in any bank and present the REMITA Retrieval Reference (RRR and Bank Teller Receipts) to the Institute as evidence of payment.
- (xii) Evidence of payment of Training Contributions to Industrial Training Fund (ITF) in line with Section 6 (1) – (3) of the amended ITF Act. Nno.19 of 2011.
- (xiii) Evidence of Compliance with the Employer’s Compensation Act which requires that all Employers of Labour must remit 1% of the total annual emolument of their workers to the Nigerian Social Insurance Trust Fund.
- (xiv) Evidence of Registration with Financial Reporting Council of Nigeria in line with the Federal Government Circular with reference No. SGF/0P/1/S.3/IX/547 of 14th March, 2013 (a copy of FRC Certificate must be attached).
- (xv) Evidence of Registration with the Bureau of Public Procurement (BPP) on their National Database evidenced by Interim Registration .Report (IRR).

### **SELECTION CRITERIA**

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

### **BID PRESENTATION**

Interested Printers are to submit separate prequalification/Technical Proposals in sealed envelope. The proposal together with the documents earlier listed are to be submitted in sealed envelope addressed to the Director-General and Chief Executive, National Teachers’ Institute, KM5 Kaduna-Zaria Road, P.M.B. 2191, Kaduna duly marked “Production of Training Manuals” or “Production of CD Plates”. The bid should be dropped in the Tender Box in the office of the Registrar. 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 Registrar’s office.

## **CLOSING DATE**

Closing date for the submission of Technical bids is **Monday, 27<sup>th</sup> June, 2016 not later than 12.00 noon** at the Registrar's office, NTI Headquarters Kaduna; while bids will be opened immediately on the same day at the SMASE complex building NTI Headquarters, Kaduna.

**NB:** Bids submitted **after 12 noon of 27th June** will not be accepted.

**Signed:**

**Management**