

Federal Ministry of Education

National Examinations Council (NECO)

National Headquarters Complex Km8, Minna-Bida Road

P. M. B. 159, Minna – Niger State

Invitation to Bid for the Year 2014 Capital Projects

Consequent upon the approval of funds for capital projects under 2014 appropriation, the National Examinations Council (NECO) hereby invites interested, experienced and qualified contractors to bid for the following projects:

1. A. Goods

- i. Lot I – NECO/NCB/GDS/0200894/6/7/8/9 -Purchase of Utility Vehicles.

B. Works

1. Lot I – NECO/NCB/WKS/01007062 – Construction of Office Building in Yenagoa, Bayelsa State.
2. Lot II – NECO/NCB/WKS/02008944- Construction of Office Building in Abuja, FCT.
3. Lot III – NECO/NCB/WKS/02008945 – Construction of Office Building in Lagos, Lagos State.
4. Lot IV-NECO/NCB/WKS/02008950- Construction of Office Building in Umuahia- Abia State.
5. Lot V – NECO/NCB/WKS/02007066 – Construction of Phase II of Office Building in Abakaliki, Ebonyi State.

1. Tender Requirements

2. Detailed company profile with a copy of Memorandum and Articles of Association/Certificate of Incorporation.
3. Proposed Management team and organizational chart/Telephone number(s) of key personnel.
4. Evidence of Execution of similar jobs (at least 3 years).
5. Proposed timeline for execution and completion of the job.
6. Curriculum Vitae (CV) of the professional staff to be deployed for the project.
7. Verifiable Proof of Equipment and other physical facilities to perform the contract.

8. Evidence of payment to Industrial Training Fund (ITF) of one-percent of company's total annual payroll in compliance with ITF Act Section 6 (i).
 9. Evidence of fulfillment of statutory obligation with respect to payment of company's employees training contribution in compliance with ITF Act Section 6 (ii).
 10. Tax Clearance Certificate for last 3 years (2013, 2012 and 2011) with tax identification number/Declaration of turnover.
 11. Evidence of Audited Accounts for the last three years.
 12. Value added Tax (VAT) Registration/Remittance.
 13. Evidence of compliance with the Pension Reform Act 2004 and Remittances i.e. Evidence of Pension Contribution for employees as stipulated under section 16 (6) of Public Procurement Act, 2007.
 14. Evidence of workmen's insurance and compensation scheme.
 15. Health, Safety and Environment Policy (HSE)
 16. Evidence of membership of relevant professional bodies e.g. CO REN, NIQSV, NLA etc.
 17. Evidence of Registration with Financial Reporting Council of Nigeria in fulfillment of provisions of section 41 (2) and 42 of Financial Reporting Council of Nigeria Act No 6, 2011.
 18. Sworn affidavit from a court affirming that no Director of the company was ever convicted.
- xviii. Reference letter from a reputable bank.

3. Tender Documents

I. Collection

Tender documents containing detailed description of the projects can be obtained from Procurement Division, Office of the Registrar, National Examinations Council (NECO) Headquarters Complex, Km 8, Minna -Bida Road, Minna, Niger State.

ii. Submission

- All documents should be addressed to the Registrar/CEO, National Examinations Council (NECO), Headquarters, ATTENTION: Deputy Director (Procurement).
- All documents should be dropped by hand into the tamper proof Tender box located in the Procurement Office.

- Original and duplicate copies of both the Technical and Financial tender documents are to be marked with the Name of the Bidder, Lot Number and Project Type.
- Both tender documents are to be sealed and submitted at the same time.
- Please note that:
 - i. Late submission will not be entertained.
 - ii. This advert for invitation to Bid shall not be considered as a right, neither shall it entitle any contractor/supplier or Agent to make claims whatsoever or to seek any indemnity from the National Examinations Council, Minna.

4. Closing

All tender documents must be submitted on or before 11.00 a.m. on 18th September, 2014.

5. Opening of Tenders

All tender documents shall be opened as scheduled below immediately after closure of submission.

Date: 18th September, 2014

Venue: NECO Headquarters Complex, Km 8, Minna-Bida Road, Minna.

Time: 11:00 a.m.

All Bidders, Civil Society Organisations and relevant Professional Bodies are invited.

Signed

Registrar/CEO

National Examinations Council