

National Teachers' Institute (NTI), Kaduna

Invitation to Participate in the Pre-Qualification/Tendering Exercise for Events Coordinating Managers/Biometric Data Firms for Capacity Building Workshops (SDGs 2016) Project

The National Teachers' Institute, Kaduna is in the process of implementing the 2016 SDGs Capacity Building Workshops for Primary School teachers in 37 designated centres nationwide (1 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) and Language Communication Skills. The National Teachers' Institute is by this advertisement inviting reputable event Managers to apply for prequalification to coordinate some activities during the six-day training workshops in the six geo-political zones of the country and a reputable Biometric data management firm to organize a Biometric data capture of the workshops participants. The Coordinating Events Managers will be entitled to 5% of the cost of the events as remuneration.

(1) COORDINATING MANAGERS

Coordinating Managers firms will be expected to:

- (i) Coordinate the provision and serving of breakfast, lunch and Dinner to participants in each of the designated training Centre in the states within each geo-political zone;
- (ii) Secure decent accommodation for participants;
- (iii) Secure decent workshop venues for the participants;
- (iv) Coordinate and provide transportation for the participants during the conduct of the workshops; and
- (v) Coordinate the provision and distribution of customized stationery items to Participants and Resource Persons in each designated training centre in the states within each geo-political zone.

(2) BIOMETRIC DATA CAPTURING FIRMS

The Biometric Data Capturing Firms will be expected to:

- (i) Assist the Institute in creating Data base of participants
- (ii) Generate statistical data for decision making

(iii) Generate Report according to the Format decided by the Institute

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 under-listed documents may 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 job(s) executed in the past (with verifiable evidence containing addresses of the clients)
- (vi) Organizational 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 Receipt) 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) of the amended ITF Act No. 19 if 2011.
- (xiii) Evidence of Compliance with the Employers' 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 Federal Government Circular with reference No. SGF/OP/S.3/IX/547 of 14th March, 2013 (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).

Enquiries for additional information should be directed to the address below. Please, note that samples of stationery items are available at NTI Headquarters, Kaduna.

SELECTION CRITERIA

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

BID PRESENTATION

Interested firms are to submit separate prequalification proposal in sealed envelope. The proposal together with the documents earlier listed are to be submitted in sealed envelope and addressed to the Director-General and Chief Executive, National Teachers' institute, KM5 Kaduna-Zaria Road, P.M.B. 2191, Kaduna duly marked "Event Managers or Biometric Firms". 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, 27th June 2016 not later than 12.00 noon** at the Registrar's office NTI Headquarters Kaduna, while bids will be opened at immediately on the same day at the SMASE Complex building NTI Headquarters, Kaduna.

NB: Bids submitted after **12.00 noon of the 27th June 2016** will not be accepted.

Signed

Management