

## **FEDERAL MINISTRY OF EDUCATION**

### **NATIONAL EXAMINATIONS COUNCIL (NECO), NATIONAL HEADQUARTERS COMPLEX, KM8, MINNA-BIDA ROAD P. M. B. 159, MINNA – NIGER STATE CORRIGENDUM**

The National Examinations Council (NECO) wishes to notify the general public of a review of the earlier advertisements inviting interested/prospective contractors to bid for year 2017 Constituency Projects and Consultants for submission of Request for Expression of Interest (EOI) under the Council's supervision which were earlier published on:

- (i) Page 44 of the Daily Trust dated Wednesday 1st November, 2017;
- (ii) Page 7 of the Nigerian Tribune dated Wednesday 1st November, 2017 and
- (iii) Page 11 of the Federal Tenders Journal dated Monday 13<sup>th</sup> – Monday 27<sup>th</sup> November, 2017.

In line with the directive of the Bureau of Public Procurement, the advertisement has been reviewed as follows and it supersedes the initial advertisements and addendum.

The Federal Government of Nigeria, allocated funds for Constituency Projects in the year 2017 Budget Appropriation, under the supervision of National Examinations Council. The Council hereby invites interested contractors to bid for the following projects:

Lot I: Procurement of Learning Materials for Schools in Anaocha L.G.A in Anambra Central Senatorial, Anambra State.

Lot II: Supply of Stationeries to Schools in Njikoka L.G.A, Anambra Central Senatorial District, Anambra State.

Lot III: Procurement of Teaching and Learning Materials for Schools in Dunukofia L.G.A in Anambra Central Senatorial, Anambra State.

Lot IV: Procurement of Stationeries and Teaching Aids for Schools in Awka South L.G.A, Anambra Central Senatorial District, Anambra State.

Lot V: Supply of Stationeries for Schools in Awka North LG.A Anambra Central Senatorial District, Anambra State.

Lot VI: Supply of Learning Materials for Pupils in Idemili South, Anambra Central Senatorial District, Anambra State.

Lot VII: Procurement of Learning Materials and Stationeries for Schools in Idemili North L.G.A in Anambra Central Senatorial, Anambra State

Lot VIII: Procurement of Vocational Training and Hands on Skill Materials for Youths in Anaocha LG.A Anambra Central Senatorial District, Anambra State.

Lot IX: Supply of Motorcycles for Youth Empowerment in Njikoka L.G.A, Anambra State.

Lot X: Supply of Vehicles for Women and Youth Empowerment in Aniocha L.G.A Anambra State.

#### **ELIGIBILITY CRITERIA**

(i) Detailed company profile with a copy of Memorandum and Articles of Association/Certificate of Incorporation.

(ii) Evidence of current Tax Clearance Certificate for last 3 years (2014, 2015 and 2016).

(iii) Evidence of Current Pension Compliance Certificate (2017).

(iv) Evidence of Current Industrial Training Fund (ITF) Compliance Certificate (2017).

(v) Evidence of Current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate (2017).

(vi) Curriculum Vitae (C.V) of Professional Staff to be deployed for the project including Copies of their Professional Qualification.

(vii) Verifiable documentary evidence of at least three (3) similar jobs in the last five (5) years including letters of award, valuation certificate and job completion certificate.

(viii) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 1/1/2018 or valid certificate issued by BPP

- (ix) Verifiable sworn Affidavits for the following;
- (a) Indicating that the Company is not in receivership, insolvent or bankrupt
  - (b) Specifying that none of the Directors has been convicted in any court for any criminal offence including fraud and financial impropriety
  - (c) Affirming that no officer of National Examinations Council or the Bureau of Public Procurement is a former or present Director, Shareholder or has any pecuniary interest in the company.
  - (d) Confirming that all information presented in its bid are true and correct in all particulars.

#### **OTHER REQUIREMENTS**

- (i) Only local manufacturers of vehicles approved by the National Automotive Design and Development Council are eligible to bid for LOT X in line with SGF's Circular Ref No. SGF.OP/I/S.3/VIII/250 dated 12th April 2011.
- (ii) Proposed timeline for execution and completion of the job, (where applicable)
- (iii) No bidder should bid for more than two (2) Lots.

#### **COLLECTION OF TENDER DOCUMENTS FOR INVITATION TO BID**

Tender documents for year 2017 Constituency Projects shall be available at:

**Procurement Division,**

**Office of the Registrar,**

**NECO Headquarter, Km 8 Bida Rd,**

**Minna, Niger State;** between the hours of 8a.m. and 4p. m. (Mondays – Fridays), from Monday 13<sup>th</sup> November, 2017-**Tuesday 16th January, 2018 by 12noon** upon the non-refundable payment into NECO Single Treasury Account (TSA) in the sum of Ten Thousand Naira (N10,000.00) only per Lot.

#### **SUBMISSION OF TENDER DOCUMENTS FOR INVITATION TO BID**

(a) All documents should be addressed to the Registrar/CEO, National Examinations Council (NECO), Headquarters, ATTENTION: Deputy Director, Procurement.

(b) All documents should be dropped by hand into the tamper proof Tender Box located at the Procurement Office.

(c) Completed Technical and Financial bids (Two sets of Hard Copies i.e Original and photocopy) separate sealed envelopes one marked "Technical Bid" and other "Financial Bid"). The two (2) envelopes should be enclosed in a bigger envelope labelled "Technical and Financial Bids" with the project title, Lot Number at the top right hand corner and the company name stated below, addressed to Registrar/CEO, National Examinations Council (NECO), Headquarters, ATTENTION: Deputy Director, Procurement.

### **CLOSING OF SUBMISSION OF TENDERS/EXTENSION OF DEADLINE**

Deadline for the submission of Expression of Interest (EOI) has been extended to **Tuesday 16<sup>th</sup> January 2018 by 10 a.m prompt** while submission of documents/opening for Invitation to Bid is extended to Tuesday **16<sup>th</sup> January 2018 by 12noon prompt**

### **NOTE**

(i) Late submission will not be entertained.

(ii) This invitation to Tender 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.

### **OPENING OF TENDERS/EXPRESSION OF INTEREST**

Expression of Interest opening is scheduled as follows:

**Date: Tuesday, 16<sup>th</sup> January, 2018**

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

**Time: 10.00 a.m. prompt**

Bidders who scale through the Request for Expression of Interest (EOI) stage shall be communicated via a letter for collection of Request for Proposal (RFP)

Meanwhile Tender Opening for Invitation to Bid is scheduled as follows:

**Date: Tuesday, 16<sup>th</sup> January, 2018**

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

**Time: 12noon prompt**

Only Technical tenders will be opened on the Tender Opening date at the deadline for submission and be guided to only open the financial tenders of tenderers successful in the technical evaluation at a later date while the financial tender of the unsuccessful Tenderers shall be returned to them unopened. We regret any inconveniences caused by this development.

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

**SIGNED**

**Prof. Charles B. U. Uwakwe**

**REGISTRAR/CEO**

**National Examinations Council**

**THE TENDER REFERRED TO ABOVE IS SHOWN BELOW**

**FEDERAL MINISTRY OF EDUCATION**

**NATIONAL EXAMINATIONS COUNCIL (NECO)**

**NATIONAL HEADQUARTERS COMPLEX**

**KM8, MINNA-BIDA ROAD, P. M.B. 159, MINNA – NIGER STATE**

[www.mynecoexam.com](http://www.mynecoexam.com)

## **REQUEST FOR EXPRESSION OF INTEREST**

### **INTRODUCTION**

Following the need for NECO to update its audit manual and the appropriation of funds for year 2017 constituency projects, the National Examinations Council (NECO) hereby invites interested reputable consultants with good track record of performance and experience, to submit "Expression of Interest" for the following consultancy services.

Lot 1 – To write a new audit manual which will reflect current required Internal audit engagement for better Internal audit operations of the Council.

Lot 2 – ICT Training of School Teachers in Idemili South, Anambra Central Senatorial District, Anambra State

The details of the outlined services will be provided in the terms of reference in the request for proposal document to be issued to only the shortlisted consultants.

### **ELIGIBILITY CRITERIA**

- (a) Spiral Bound Company Profile with details of area of competence and qualifications of the firm and principal partners.
- (b) Evidence of Registration with Corporate Affairs Commission (CAC)
- (c) Evidence of Firm tax clearance certificate or that of the principal for the last three years (2015, 2016 and 2017)
- (d) Evidence of Registration with BPPs National Database of contractors, consultants and service providers.
- (e) Clearance Certificate from Pension Commission (PENCOM) as evidence of compliance with Pension Reform Act, 2004.
- (f) Evidence of compliance with ITF amendment Act 2011 by inclusion of compliance certificate from ITF.
- (g) Evidence of current practice license with the relevant professional body.
- (h) Evidence of similar experience of firm and Staff with Qualifications of staff.

- (i) Evidence of Registration with Financial Regulatory Council of Nigeria.
- (j) Evidence of NSITF compliance certificate.
- (k) Sworn Affidavit indicating that staff of NECO or BPP does not have any pecuniary interest and that no director or partner has ever been convicted.
- (l) Description of scope of similar projects carried out with dates of implementation, source of funding and other relevant indicators

## **SUBMISSION/OPENING**

Three copies of Expression of Interest (EOI) must be packaged in sealed envelopes clearly marked:

### **LOT I**

**“Expression of Interest” to write a new Audit Manual**

**Or**

### **LOT II**

**“Expression of Interest” for ICT training of school Teachers.**

The envelope should be addressed to Registrar/Chief Executive, National Examinations Council (NECO), Km 8, Bida Road, Minna, dropped in a tender box at Procurement Division at the Registrar’s Block within the hours (8:00 a.m. – 5:00 p.m. Monday -Friday) before the deadline of **11a.m. 20<sup>th</sup> November, 2017.**

The expression of Interest will be opened immediately after the deadline at the Council’s Board Room in the presence of the consultants or their representatives and interested NGOs.

You may obtain further Information from

**Deputy Director**

**Procurement Division**

**Office of the Registrar/CE**

**NECO**

**Minna**

**Please Note:**

Only shortlisted Consultants will be invited.

Late submissions shall be rejected.

This advert should not be termed as a commitment on the part of NECO or an indemnity.

All documents submitted are subject to verification and any form of canvassing shall result to disqualification.

**Signed:**

**Management**