

**National Business and Technical Examinations Board (NABTEB)**

**National Headquarters,**

**P.M.B. 1747,**

**Ikpoba Hill, Benin City**

**Pre-Qualification Tender Notice, 2016**

**1.0** NABTEB intends to pre-qualify interested Vendors and reputable Contractors who wish to tender for approved projects in the 2016 Capital Projects at its National Headquarters, Ikpoba Hill, Benin City, i.e.

- (i) Procurement of one (1) No. Xerox Versant 800 Press 80ppm Resolution 2400 x 2400
- (ii) Procurement of three (3) Nos DRS PS 976 Photo scribe OMR Scanner
- (iii) Procurement and Installation of one (1) No. 500KVA Caterpillar Generating Set
- (iv) Computerization of the Board and provision of internet services (including the networking)

**2.0 PRE-QUALIFICATION**

**Interested Firms/Companies should submit the following verifiable Pre-qualification Documents:**

- 2.1 Certificate of Incorporation of Company with the Corporate Affairs Commission (CAC) of Nigeria.
- 2.2 Full details of Company's profile showing available manpower with list of key professional Staff.
- 2.3 Company's verifiable track record of major jobs executed within the last three (3) years with relevant photocopies of certificate of completion thereto.
- 2.4 Company's financial details and Audited Accounts for the last three (3) years.
- 2.5 Bank References
- 2.6 Evidence of tax clearance Certificate for the immediate past three (3) years
- 2.7 VAT Registration and Evidence of past VAT remittances
- 2.8 Certificate of compliance with Pension Reforms Act 2004 issued by Pencom or evidence of Exemption

2.9 Certificate of compliance with Industrial Training Fund Amendment Act 2011 issued by the ITF or evidence of Exemption

2.10 Evidence of enlistment on the National Data Base for Companies by the Bureau of Public Procurement (BPP)

2.11 Sworn Affidavit indicating that the Company is not in receivership. Insolvent or Bankrupt

2.12 Must not have any Director who has been convicted in any Country for any criminal offences relating to fraud or financial impropriety

2.13 Evidence of photocopies of Memorandum of Article of Association

2.14 Bidders should accompany every bid with a disclosure whether any officer of the Board, former, present Director and Shareholders has any pecuniary advantage in the Company.

### **3.0 SUBMISSION OF PRE-QUALIFICATION DOCUMENTS**

3.1 Pre-qualification tender information should be enclosed in a sealed envelope marked “**Pre-qualification Tender**” at the top left corner of the envelope and addressed to:

**The Secretary, NABTEB Tender Board,  
NABTEB National Headquarters,  
PMB 1747, Ikpoba Hill, Benin City.**

3.2 This shall be personally dropped in the Tender’s Box in the Office of the Director, Administration, National Business and Technical Examinations Board, Ikpoba Hill, Benin City.

### **4.0 CLOSING DATE- 11<sup>th</sup> July, 2016**

#### **Please Note:**

4.1 Only qualified firms/companies short-listed shall be invited to a competitive tender bidding for the said projects.

4.2 Qualified Companies will be required to pay a non- refundable fee of N25.000.00 (Twenty-five Thousand Naira only).

4.3 That submission of pre-qualification documents as aforementioned does not guarantee inclusion in the bid list.

**SIGNED**

**Secretary to Tenders Board Nabteb, Benin City**

