

Federal Republic of Nigeria

Budget office of the federation

Federal Ministry of Finance Headquarters, Central Area, Abuja,

Extension of Bid Submission Date

Re: Invitation for Submission of Technical/Financial Bids and Expression of Interest (EOI) for the Execution of 2015 Projects

(1.0) Introduction;

The Budget Office of the Federation (BOF) wishes to inform interested, qualified and reputable Companies, Contractors and Consultants that the Bid submission dates in our earlier advertisement captioned as above and published in “ThisDay” and “Daily Trust” Newspapers of Wednesday, 29th July, 2015 and the Federal Tenders Journal of Monday, 10th August, 2015-Sunday 23rd August, 2015 have been extended.

(2.0) Consequently, interested and qualified Companies, Contractors and Consultants who have not yet submitted Bids in response to our said earlier advertisements, are hereby invited to submit tender documents (technical and financial) or Express Interest (EI) for Consultancy Services for the execution of the six (6) underlisted projects earlier published by Budget Office of the Federation (BOF).

(3.0) Projects:

The six (6) projects and programmes, as earlier published are as follows:

S/No	Lot No.	Project Title/Description	Category	Location
1	BDW-001	Procurement and installation of one (1No) 5.0 MVA 33/11KVA transformer and Associated Electrical switchgear Control Panels	Works	BOF Hqtrs Abuja
2	BDW-002	Preventive Maintenance/Modification of Exhaust Systems of two (2Nos) 1.250 KVA Cummins Control Panels	Works	BOF Hqtrs Abuja
3	BDG-003	Procurement (Bulk Purchase) of Diesel (AGO)	Goods	BOF Hqtrs Abuja
4	BDS-004	Cleaning of Offices (Premises and Gardening/Landscaping of Office Environment	Non-Consultancy Services	BOF Hqtrs Abuja

		Procurement of an Audit Firm for the Witnessing of Port Discharge and Verification of Petroleum Support Fund (PSF) Scheme	Consultancy Services	Designated seaports and terminals for Petroleum Products Discharge
5	BDC-005	Procurement of an Audit Firm for the Auditing and Reconciliation/Verification of subsidy claims of Petroleum Products Marketers submitted to Budget Office of the Federation under the Petroleum Support Fund (PSF) Scheme	Consultancy Services	BOF Hqtrs Abuja
6	BDC-006			

(4.0) Mandatory Requirements for Bidders:

Prospective bidders are required to submit, as part of their technical Bid submission, the following mandatory documents, the absence of which disqualifies the Bidder from further consideration in the bid process;

- (i) Certificate of Incorporation/Registration of the Company with the Corporate Affairs Commission (CAC)
- (ii) Current Tax Clearance Certificate for the last three (3) years (2012,2013& 2014)
- (iii) Evidence of VAT Registration with TIN Number
- (iv) Evidence of Compliance with Pension Reform Act 2004 by inclusion of PENCOM Clearance Certificate.
- (v) Evidence of Registration/Compliance with Industrial Training Fund (ITF) in line with relevant provisions of the ITF Amendment Act, 2011
- (vi) Evidence of Registration of the Company with the Bureau of Public Procurement (BPP) National Database of Contractors, Consultants and Service Providers
- (vii) Evidence of Certification by the Financial Reporting Council of Nigeria (FRC), (applicable only to Consultants Expressing Interest for lots BDC- 005 and BDC – 006 Consultancy Services Projects).

(5.0) Other Requirements for Bidders:

- (1) Company Profile and Technical qualifications of key professional staff with evidences of their registration with relevant Professional Bodies (COREN, NSE, QSRBON, ARCON, CORBON, ETC) in respect of Electrical Engineering (Works) projects
- (ii) Detailed Company Profile indicating its core business areas and years of experience; relevant experience in assignments of similar nature, references that attests to successful completion of similar assignments and any other information that may show the company's ability to carry out the assignment satisfactorily (for Consultancy Services, Non-Consultancy Services and Goods).
- (iii) Verifiable List of similar jobs successfully executed in the last 3 years including letters of award of contracts, Project Costs, Job Completion Certificates and list of plant and equipment of the Company, if available
- (iv) Evidence of financial capability from a Reputable Bank to execute the projects (Bank letters from reputable banks will form part of the evaluation criteria)
- (v) Evidence of payment of Non-Refundable Tender fee of Ten Thousand Naira (₦10,000.00) for bidders of Lots BDW – 001, BDW – 002, BDG – 003 and BDS -004 (works, Goods and Non- Consultancy Services), This requirement does not apply to Consultants indicating EOI for Lots BDC- 005 and BDC – 006 (Consultancy Services).
- (vi) A declaration that the Company is not in receivership and/or the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings
- (vii) A declaration that none of its directors has been convicted in any Country of any criminal offences relating to fraud or financial impropriety or criminal representation or falsification of facts relating to any matter
- (viii) An affidavit disclosing whether or not any officer in the Budget Office of the Federation (BOF) or the Bureau of Public Procurement (BPP) is a former or present Director, Shareholder, or has any pecuniary interest in the bidder and confirm that all information presented in its bid are true and correct in all particulars,

(6.0) Status of Bids Already Submitted:

All bidders (Companies, Contractors and Consultants) who earlier responded and submitted bids for any of the listed projects are hereby informed that the bids and/or Expressions of interest (EOI) already submitted are still Valid. Such bidders are strongly advised not to submit any new (fresh) bids or Expressions of Interest for same projects as any such bid submissions will be Rejected since their Technical Bids will be evaluated simultaneously with the Technical Bids of the fresh Bidder (s). However, all bidders who previously submitted bids and/or Expressions of Interest (EOI) are advised to prepare and forward the three (3) declaratory statements/affidavits listed under paragraph 5 (vi) – (viii) above to the following address;

**The Head,
Procurement Department,
Budget Office of the Federation,
Ground Floor, Room 041,
Central Area, Abuja.**

The Declarations/Affidavits should be enclosed in an envelope with the Company Name, Lot Number and the Project title clearly written on the reverse side of the envelope. The envelope should not be dropped inside any of the Bid Boxes but delivered in the Procurement Department of BOF in Room 041, Ground Floor.

(7.0) Tender Fees;

A non-refundable tender fee of Ten Thousand Naira (₦10,000) is payable by all new bidders in respect of Lots BDW – 001, BDW – 002, BDG – 003 and BDS – 004. Bidders for Consultancy Services who are Expressing Interest (EOI) in respect of lots BDC – 005 and BDC – 006 are not required to pay any tender fees for now but will pay tender fees later, if their Companies pre-qualifying the Technical Bid Evaluation of their EOI. The non-refundable tender fee of ₦10,000.00 is payable into the Federal Government's Single Treasury Account (TSA) as follows:

Account Name: Accountant General (Federal Sub-Treasury)

Account No: 3000002095

Banker: Central Bank of Nigeria (CBN)

(8.0) Collection of Tender Documents:

Financial Tender documents for lots BDW – 001, BDW 002, BDG – 003 and BDS – 004 are obtainable from Procurement Department, Room 041, Ground Floor, Budget Office of the Federation, Central Area, Abuja on presentation of the original copy and two (2) photocopies of Government Revenue Receipt issued by the Sub-Treasury, Office of the Accountant General of

the Federation, Garki 11, Abuja, evidencing payment of the ₦10,000.00 non-refundable tender fee.

(9.0) Submission of Tender Document:

(1) Technical and Completed Financial Bid documents (two sets each of Technical and Financial Bids in hard copy) shall be submitted in two different sealed tamper proof envelopes and labelled “Technical Bid” and “Financial Bid” respectively and both enclosed in a third sealed envelope. All the three (3 Nos.) envelopes should bear the “Project Name” and Lot No. at the Top Right Hand Corner of the Envelops and addressee” to:

**The Secretary,
Ministerial Tenders Board,
Budget Office of the federation.
Procurement Department,
Central Area, Abuja,**

(ii) The documents should be deposited in the Tender Boxes in front of Room, 041, Ground Floor, BOF, Central Area, Abuja, Company’s Name, Address and phone number(s) of the Company’s Representative should also be written on the reverse side of the envelope. Closing time for all Bid submissions is on or before **Friday 16th October, 2015 at 12 noon prompt.** Late submission shall be rejected and non-compliance with addressing instructions will lead to disqualification of such bids.

(10.0) Opening Of Bid Documents: Opening of the Technical Bid documents and Expression of interest (EOI) for all the six (6) projects categorized as Works, Goods, Consultancy and Non-Consultancy Services will commence immediately after the closing of Bid Submission on **Friday, 16thOctober, 2015** at the Conference Room, Second (2nd) Floor, BOF, Central Area, Abuja. All Bidding Companies and/or their Representatives, relevant Professional Bodies, Non-Governmental Organizations (NGOs) and the general public are invited to witness the Opening of the new technical Bid documents.

(11.0)Important Information:

(i) All CAC, VAT, PENCOR, ITF, TAX, BPP, FRC Certificates and/or letters may be referred to the Security Agencies, Corporate Affairs Commission, Federal Inland Revenue Services (FIRS) National Pension Commission, Bureau of Public Procurement (BPP) and other bodies for verification.

(ii) Only pre-qualified bidders will be invited for the next stage of the procurement process.

(iii) Original Documents of any aspect of a Company’s submission may be requested for sighting.

(12.0)

Disclaimer:

(i) The BOF is not obligated to award a contract to any bidder and/or applicant and reserves the right to cancel and/or discontinue the procurement process at any stage without incurring any liability thereby to the bidders

(ii) This notice of “Invitation to Bid and EOI” shall not be construed as a commitment on the part of BOF nor shall it entitle any Company to make claims or seek any indemnity from the Budget Office of the Federation.

Signed

Director-General

Budget Office of the Federation