



INDUSTRIAL TRAINING FUND

INVITATION FOR PRE-QUALIFICATION OF CONTRACTORS/SUPPLIERS/ CONSULTANTS FOR 2014 BUDGET IMPLEMENTATION OF THE FUND

1.0 INTRODUCTION

The Industrial Training Fund (ITF), a foremost training institution with a wide network of Offices within the nation seeks to invite application from interested Suppliers/Contractors/Consultants with cognate experience in areas listed under 2.0 below wishing to pre-qualify their Companies to participate in the bidding process for implementation of her 2014 Budget.

2.0 AREAS FOR PRE-QUALIFICATION

Interested Suppliers/Contractors/Consultants are expected to indicate their interest in any of the following areas which should not be more than three:

A. WORKS

1. Construction (Building/Landscaping)
2. Renovation of Existing Structures
3. Construction of Training Workshop on Wheels for Mechatronics, and Welding/Fabrication

B. GOODS

4. Supply of Project/Utility Vehicles
5. Supply of Computer Hardware, Accessories and Spare Parts
6. Supply and Installation of LAN/Internet Facilities
7. Supply of Office and Residential Furniture and Fittings
8. Supply of Office and Residential Equipment
9. Supply of Training Programme Equipment
10. Supply of Workshop Tools and Equipment
11. General supplies (Stationery, Cleaning and Maintenance Materials, Motor Spare Parts, Souvenirs and Corporate Gift Items)

C. SERVICES

12. Consultancy (ICT, Architecture, Quantity Surveying, Civil, and Electrical Engineering)
13. Maintenance (Equipment, Project/Utility Vehicles, Office, and Quarters)
14. Printing and Publication
15. Security

2.0 PRE-QUALIFICATION REQUIREMENTS

In addition to 2.0 above, Contractors/Suppliers/Consultants are required to submit their applications along with the following documents:

- a) Certificate of Incorporation/Registration with Corporate Affairs Commission (CAC).
- b) Memorandum and Article of Association for Limited Liability Companies.
- c) Tax Clearance Certificate for three (3) years (2010 – 2012).

- d) Certificate of Registration for VAT, and evidence of remittances for the past three (3) years (2011 – 2013).
- e) Audited Accounts for three (3) years (2010 – 2012).
- f) Company Profile which should include (i) Names of current Directors as registered with CAC (ii) Names, Qualification and Experience of key Personnel and (iii) List of verifiable Projects successfully executed in the relevant area applied for pre-qualification for the immediate past three years.
- g) Bank Reference and Statement of Account for the last 12 months (February, 2013 to January, 2014).
- h) Certificate of compliance with Pension Reforms Act, 2004, issued by the Pensions Commission.
- i) Certificate of compliance with Section 6 (1) – (3) of the Industrial Training Fund Amendment Act, 2011, issued by the ITF.
- j) “Certificate of Practice” from relevant Professional Body and evidence of up-to-date payment of Dues for Companies applying under Consultancy.
- k) A sworn affidavit indicating that:
 - None of the Directors of the Company has been convicted in any court for any criminal offence including fraud and financial impropriety.
 - No Officer of the Industrial Training Fund is a former or present Director, Shareholder or has any pecuniary interest in the company.
 - The Company is not in receivership, insolvent or bankrupt.

4.0 SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

Documents for Pre-qualification shall be submitted in sealed envelope, addressed to the Director-General/Chief Executive, Industrial Training Fund, Jos and marked boldly at the right hand corner “PRE-QUALIFICATION DOCUMENT” and dropped in the Tenders Box at the Headquarters Complex Building Reception, Jos on or before 12:00 noon Thursday 27th March, 2014.

5.0 OPENING OF PRE-QUALIFICATION DOCUMENTS

Pre-qualification documents shall be publicly opened immediately after the close of of Pre-qualification Documents on 27th March, 2014. Representatives of respondent Companies are by this Advertisement, invited to witness the Bid opening process.

6.0 NOTE:

- 1) Late Submission will be rejected.
- 2) Pre-qualification application should be very clear about the area of competence and interest.
- 3) This invitation for Pre-qualification shall not be construed to be commitment on the part of the Fund, for contract award nor shall it entitle the Tenderer to make any claims whatever and seek indemnity from the Fund by virtue of having responded to this advertisement.

Signed
Director-General/Chief Executive