



NATIONAL HORTICULTURAL RESEARCH INSTITUTE

(FEDERAL MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT)

IDI-ISHIN, JERICHO RESERVATION AREA, P.M.B. 5432, IBADAN, OYO STATE, NIGERIA

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES

1. INTRODUCTION

National Horticultural Research Institute (NIHORT), Ibadan with the mandate to conduct research into genetic improvement, production, processing, storage, utilization and marketing of tropical fruits, vegetable, ornamentals, spices, other medicinal and aromatic plants of nutritional and economic importance.

In compliance with the provisions of the Public Procurement Act 2007, the Institute wishes to invite seasoned and competent company/consultancy firms with relevant experience and good track records to submit Expression of Interest (EOI) for the following projects:

LOT NO.	PROJECT TITLE
LOT ET1	Capacity Building for Youth and Women on Horticultural Value Chain in selected States
LOT ET2	Training and Empowerment of Farmers in Ndokwa/Ukwuani Federal Constituency of Delta State (Ndokwa West LGA)
LOT ET3	Training and Empowerment of Farmers in Ndokwa/Ukwuani Federal Constituency of Delta State (Ndokwa East LGA)
LOT ET4	Training and Empowerment of Farmers in Ndokwa/Ukwuani Federal Constituency of Delta State (Ukwuani LGA)
LOT CS1	Appointment of Qualified Consultant for Supervision of Completion of new Biotechnology Laboratory at NIHORT Headquarters in Ibadan

2. ELIGIBILITY REQUIREMENTS

Prospective bidders are required to submit the following documents:

- i. Evidence of Registration with Corporate Affairs Commission, namely Certificate of Incorporation, memoranda & Articles of Association, form CAC 7 & CAC 2 (Certify True Copy)
- ii. Company's Tax Clearance Certificate for three years i.e. 2017, 2018 and 2019 (Expiring December 2020) or Personal Tax Clearance Certificate of all Partners of responding companies for the last three years 2017, 2018 and 2019; expiring on 31st December, 2020
- iii. Pension Clearance Certificate expiring on 31st December, 2020.
- iv. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st December, 2020 or valid Certificate issued by BPP.
- v. Current Industrial Training Fund (ITF) Compliance Certificate expiring on 31st December 2020.
- vi. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate expiring on 31st December 2020;
- vii. Current sworn affidavit disclosing:
 1. That the company is not in receivership, insolvent or bankrupt.
 2. That the company does not have any Director who has ever been convicted in any court in Nigeria or any other country for criminal offence in relation to fraud or financial impropriety.
 3. Whether or not any officer of the relevant committee of the National Horticultural Research Institute or the Bureau of Public Procurement (BPP) is a former or present Director, Shareholder or has any pecuniary interest in the bidder.
 4. That all documents submitted for the bidding are true and correct in all particulars

- viii. The companies must provide a copy of its licensed authorizing it to practice as issued by the relevant professional regulatory body.
- ix. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications.
- x. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Award, Valuation Certificates, Job Completion Certificates and Photographs of the projects.
- xi. Reference letter from a commercial bank with assurance of willingness to provide facility to the prospective contractor if the company turnout to be successful. (Turnover as reflected in financial statements must correspond with that on the Tax clearance certificate).
- xii. Audited Financial Statement for the past three years (2017, 2018 and 2019) duly signed and sealed by relevant firm;
- xiii. All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

3. SUBMISSION OF EOI DOCUMENTS

Interested companies/firms are required to submit their Expression of Interest (EOI) documents in sealed envelopes and clearly marked with the project title and Lot number and addressed to THE EXECUTIVE DIRECTOR/CEO, National Horticultural Research Institute, P. M. B. 5432, Idi-Ishin, Jericho Reservation Area, Ibadan, Oyo State, Nigeria.

All EOI documents should be hand deposited in the Tenders Box at the Reception, Administrative Block II, National Horticultural Research Institute, Idi-Ishin, Ibadan, Oyo State, Nigeria on or before **12:00noon on Monday, 10th August, 2020**. Late submissions will be returned un-opened.

4. OPENING OF EOI DOCUMENTS

Opening of the EOI documents shall commence immediately after the deadline for submission at **12:00noon on Monday, 10th August, 2020** at the Institute's Auditorium, National Horticultural Research Institute, Idi-Ishin, Jericho Reservation Area, Ibadan, Oyo State, Nigeria.

5. IMPORTANT INFORMATION

- i. The presence of bidders or their representatives shall not be required during opening of Expression of Interest (EOI) documents. Rather, the event shall be covered by video recording to enhance transparency and for record purpose.
- ii. Bidders can submit through Post (Courier Services)
- iii. Only shortlisted consultancy firms/companies will be invited at a later date for collection of Request for Proposals (RfPs).
- iv. NIHORT reserves the right to verify claims made by any service provider/company/firm.
- v. Submitting false document is an offence, which will lead to disqualification and prosecution.
- vi. NIHORT is not bound to shortlist any bidder and reserves the right to annul the procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.
- vii. The implementation of the advertised projects is subject to availability of funds.
- viii. Same company shall not bid/apply for more than two (2) Lots.

- ix. Failure to comply with the above requirements shall automatically result in the disqualification of a bidder.

Signed:
NIHORT MANAGEMENT

