

NIGERIAN INSTITUTE FOR TRYPANOSOMIASIS RESEARCH (NITR)
(Federal Ministry of Science and Technology)
Private Mail Bag 2077,
No. 1, Surame Road, U/Rimi GRA, Kaduna

INVITATION TO TENDER FOR NITR 2020 CAPITAL PROJECTS

1. INTRODUCTION

In compliance with the provisions of the Public Procurement Act 2007, of the Federal Government of Nigeria, The Nigerian Institute for Trypanosomiasis Research (NITR), Kaduna, invites interested and fully qualified contractors and suppliers to apply for pre-qualification for the Institute's Year 2020 Capital Projects.

**2. SCOPE OF SUPPLY
GOODS:**

LOT No	DESCRIPTION-GOODS
B-13	Procurement and Installation of Solar System with Cell Batteries at NITR Vom Insectary (PATTEC).

3. ELIGIBILITY REQUIREMENTS

Interested and eligible contractors are required to submit the under listed documents for pre-qualification.

- i. Certificate of Incorporation and Registration with the Corporate Affairs Commission (CAC), including forms CAC 2 and CAC 7 (or CAC 1.1).
- ii. Evidence of Company Tax Clearance Certificate for the last Three (3) years (2017, 2018 and 2019) valid till 31stDecember, 2020.
- iii. Evidence of Current Pension Compliance Certificate valid till 31st December, 2020.
- iv. Evidence of Current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2020
- v. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2020
- vi. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by inclusion of Interim Registration Report (IRR) expiring on 31/12/2020 or valid Certificate issued by BPP.
- vii. Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project;
- viii. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- ix. Verifiable documentary evidence of at least three (3) similar jobs executed in the last Three (3) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects.
- x. Company's Audited Accounts for the past three (3) years (2017, 2018 and 2019) duly signed and sealed by relevant firm.
- xi. Sworn Affidavit:
 - disclosing whether or not any officer of the relevant committees of the Nigerian Institute for Trypanosomiasis Research or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars
 - that the Company/Directors have never been convicted of any offence in the law court.
- xii. Letter authorising NITR to make enquiries about the information supplied by the Company/bidder;

- xiii. Letter of Authorisation as representative of the Original Equipment Manufacturer (OEM);
- xiv. 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 and duly signed by the authorised officer of the firm.

4. COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect the Bid Document from Procurement Unit at NITR Headquarters, Kaduna upon presentation of evidence of payment of a non-refundable tender fee of **₦10,000.00** for Lot, paid into the Nigerian Institute for Trypanosomiasis Research's Remita account in any reputable commercial bank in Nigeria.

5. SUBMISSION OF TENDER DOCUMENTS

- i. The Bid Documents (TECHNICAL) and (FINANCIAL) for each LOT must be submitted and the LOT Number clearly written on each envelope.
- ii. Each submission should be sealed in an A3 Size Envelope, containing the Technical Bid in an A4 Size Envelope and Financial Bid in an A4 size envelope. The Job LOT number must be clearly written at the top left hand corner of the A4 Size Envelope and the Name of the Company making the submission at the back of the Envelope.
- iii. The submission(s) should be addressed to the DIRECTOR-GENERAL/CEO Nigerian Institute for Trypanosomiasis Research (NITR), P.M.B. 2077, No. 1, Surame Road, U/Rimi, Kaduna.
- iv. The enveloped documents should be deposited in the Tenders Box in the Office of the Ag. Head of Finance & Accounts, NITR, Kaduna, on or before **12:00 noon on Thursday, 10th September, 2020**. Please, ensure that you sign the Bid Submission Register as the NITR will not be held liable for misplaced or wrongly submitted bids.

6. OPENING OF TECHNICAL BIDS

Only the Technical bids will be opened immediately after the deadline for submission at **12:00 noon on Thursday, 10th September, 2020**, at the NITR Headquarters Auditorium, Kaduna.

7. ADDITIONAL INFORMATION

- i. Late submission shall be returned un-opened.
- ii. Unsigned bid by the authorised officer of the company will be returned.
- iii. All bidders participating in the Exercise should note that NITR is not bound to give anyone a contract. The criteria set up will be used strictly for the assessment and determination of the eventual winner.
- iv. This advertisement shall not be construed as a commitment on the part of NITR nor shall it entitle responding companies to seek any indemnity from NITR by virtue of such companies having responded to the advertisement.
- v. NITR reserves the right to verify the authenticity of claims made by any Bidding Company.
- vi. NITR reserves the right to reject any submission based on unverifiable information.
- vii. The implementation of the advertised projects is subject to availability of funds.
- viii. A company with history of Job abandonment need not apply;
- ix. Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording with the presence of two (2)

- representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency;
- x. Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
 - xi. Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
 - xii. The NITR is not bound to pre-qualify 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.

SIGNED
NITR MANAGEMENT