



**NATIONAL INSTITUTE FOR POLICY AND STRATEGIC STUDIES, KURU,
P.M.B 2024, BUKURU, JOS, PLATEAU STATE, NIGERIA.**

1.0 INTRODUCTION

The National Institute for Policy and Strategic Studies by this notice intends to execute the under listed projects as approved in the year 2017 Appropriation Act accordingly.

In view of the above, the Institute hereby invites reputable contractors with relevant proven competence and experience to tender for the execution of the following projects:

2.0 DESCRIPTION OF WORK

S/N	LOT NO	DESCRIPTION OF FACILITY	LOCATION
1	Lot 1 1:1, 1:2, 1:3, 1:4, 1:5, 1:6, 1:7, 1:8, 1:9 (9 lots)	Renovation of Participants' Chalets	(Kuru) Jos Plateau State
2	Lot 2 2:1, 2:2, 2:3, 2:4, 2:5, 2:6, 2:7 (7 lots)	Renovation of Research Fellows' Chalets	(Kuru) Jos Plateau State
3	Lot 3	Upgrading of Kitchen Equipment	(Kuru) Jos Plateau State
4	Lot 4	Procurement of Computers	(Kuru) Jos Plateau State
5	Lot 5	Procurement of Utility Vehicles	(Kuru) Jos Plateau State
6	Lot 6	Procurement of Project Vehicles	(Kuru) Jos Plateau State
7	Lot 7	Procurement and Installation of 500 KVA Generator & Accessories	(Kuru) Jos Plateau State

3.0 SCOPE OF WORK FOR THE PROJECTS

The scope of work for the above mentioned projects are detailed in the bidding documents which shall be issued to prospective bidders.

4.0 ELIGIBILITY REQUIREMENTS

Prospective bidders must meet the under listed requirements to be eligible to participate in this process.

- i. Certificate of Incorporation with Corporate Affairs Commission (CAC).
- ii. Evidence of Company's Tax Clearance Certificates for the last three years (2014, 2015 & 2016).
- iii. Evidence of relevant registration of the company's personnel with relevant bodies such as COREN, ARCON, CORBON, SURCON, QSRBN, etc. for Lot 1 and 2 only i.e. Renovation of Participants' and Research Fellows' Chalets.
- iv. Evidence of current Pension Clearance Certificate in compliance with the Amended PENCOM Reform Act, 2014.
- v. Evidence of current registration on the National Database of Contractors, Consultants and Service Providers by inclusion of Interim Registration Report (IRR) issued by the Bureau of Public Procurement (BPP).

- vi. Evidence of current ITF Certificate in compliance with Industrial Training Fund (ITF) Act, 2015.
- vii. Verifiable evidence of financial capability with an average annual turnover of not less than ₦50 Million in the last three (3) years (2014, 2015 and 2016).
- viii. Reference letter from a reputable Bank including demonstration of having liquidity and/or evidence of access to or availability of confirmed credit facilities of not less than ₦20 Million.
- ix. Sworn Affidavit in line with the provisions of Part IV, Section 6(6) (e-f) of the Public Procurement Act, 2007.
- x. List and verifiable documentary evidence of similar jobs successfully executed which should include letters of awards or job completion certificates or interim payment certificates (where such jobs are still in progress).
- xi. Evidence of current Nigeria Social Insurance Trust Fund (NSITF i.e. ECS Clearance Certificate).
- Xii. Financial Reporting Council of Nigeria (FRCN) registration requirements.
- xiii. Sealed Company's Audited Annual Report and Account for the last three (3) years (2014, 2015 and 2016).

- xiv. List of key technical personnel indicating their roles, designation, qualification (endorsed copies) and years of experience.
- xv. Documents must be properly arranged and paginated in the same order for ease of reference.

5.0 COLLECTION AND SUBMISSION OF BID DOCUMENTS

Interested and competent bidders are requested to collect bid documents from the Secretary Tenders Board, NIPSS, Kuru, Jos, Plateau State, upon presentation of evidence of Payment of non-refundable tender fee of **Twenty Thousand Naira (₦20,000.00)** only, through NIPSS Remita Platform account in any Commercial Bank (0090159661015).

Prospective bidders shall enclose their Technical documents in a separate envelope (marked Technical) and the Financial Bid in another envelope (marked Financial) and the two separate envelopes shall be enclosed in one sealed outer envelope clearly marked **"INVITATION TO TENDER"** Lot No. (Indicating the Lot).

Submissions should be addressed to:

**Director General,
National Institute for Policy
and Strategic Studies, Kuru**

(NIPSS Kuru) Jos,

Plateau State.

PMB 2024, Bukuru, Jos.

The completed and sealed bid documents should contain the bidder's name on the reverse side of the envelope and be deposited in Tender Box in the Director General's Secretariat between the hours 8am – 4pm Monday-Friday.

6.0 CLOSING DATE AND OPENING

Submission of bid documents closes on Thursday, 24th August, 2017 at 10:00am. Any bid received after the stated date and time shall not be considered. The submitted bid will be opened immediately after the close of bid at 10:00am at the National Institute Unity Hall. Bidder's Company representatives and interested members of the public including relevant Professional bodies, Civil Society and Non-Governmental Organizations are hereby invited to witness the public opening of the Technical and Financial Bids.

7.0 PLEASE NOTE THAT

- i. All documents received shall be referred to the respective issuing authorities for verification and authentication.
- ii. Companies are not permitted to bid for more than one lot. Any bidder that violates this rule shall be disqualified during the bidding process.
- iii. Only the financial bids of the pre-qualified bidders shall be opened for the tendering exercise.
- iv. This advertisement is published for information purpose, and should not be construed as a commitment or obligation on the part of NIPSS to award these contracts.
- v. NIPSS is not bound to consider any bid and reserves the right to reject all bids at any time prior to the acceptance of a bid or cancel the procurement proceeding in the public interest.
- vi. No refund of fee shall be made to any disqualified bidders.
- vii. Due diligence exercise shall be conducted to verify all the claims made by bidders for further clarifications on the advertisement.

- viii. All submission must be made only in English Language.
- ix. Failure to comply with the instruction above and to provide any of the required documents may result in the disqualification of the company.

Signed:
Secretary, National Institute Tenders Board

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