NIGERIAN SHIPPERS' COUNCIL

4, Otunba Ayodele Soyode Lane (Formerly Park Lane), Apapa, Lagos
Phone: - 08110516130, 09090077334, E-mail: procurement@shipperscouncil.gov.ng, www.shipperscouncil.gov.ng

INVITATION TO TENDER FOR GOODS AND WORKS

1. INTRODUCTION.

The Nigerian Shippers' Council, a Federal Government Parastatal under the Supervision of Federal Ministry of Transportation, hereby invites reputable and experienced Contractors and Suppliers to tender for its 2023 budgeted projects:

2. GOODS AND SERVICES.

LOT	DESCRIPTION OF GOODS AND SERVICES.
1.0	Computerization and ICT Infrastructural Development: Supply and Installation of Computer Hardware and Software Systems, Peripherals and Accessories.
2.0	Supply and Installation of Office Equipment in Lagos and Outstations – Aba, Akure, Benin, Calabar, Ibadan, Ilorin, Kaduna, Katsina, Port Harcourt and Yola.
3.0	Supply of Medical Equipment and Accessories.
4.0	Supply and Installation of Sound Proof Electricity Generating Sets in Outstations – Minna, Niger State & Mfun, Cross-River State
5.0	Supply and Installation of Office Furniture and Fittings in Lagos and Outstations – Aba, Akure, Bauchi, Kaduna, Katsina, Sokoto and Yola.
6.0	Supply of Operational Vehicles
7.0	Provision of Corporate Social Responsibility Materials
8.0	Supply of Utility Vehicles
9.0	Supply and Installation of Renewable Energy Sources in Port Harcourt, Jibiya and Mfun.
	WORKS AND SERVICES.
10.0	Improvement/Renovation works on NSC Shippers' Plaza Wuse Zone 5, Abuja
11.0	Improvement on NSC Offices in Outstations – Aba, Bauchi and Yola
12.0	Restructuring and Redesign: Partitioning of Office Space – 2nd Floor and 9th Floor at B' Wing, , Shippers Towers, Apapa Lagos.
13.0	Shippers' Council Social Intervention Projects in Kaduna and Benue States

3. ELIGIBILITY REQUIREMENTS

a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC7;
b. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2023;
c. Evidence of Pension Clearance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above);
d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is ₦50m and above);
e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2023;
f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2023 or valid Certificate issued by BPP.
g. Sworn Affidavit with passport affixed:
   - disclosing whether or not any officer of the relevant committees of the Nigerian Shippers' Council 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 no Director has been convicted in any Country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;
   - that the Company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;
   - That the company does not have existing loan or financial liability with a bank, other financial institution or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months
h. Company's Audited Accounts for the last three (3) years - 2020, 2021 & 2022, duly acknowledged by the Federal Inland Revenue Service (FIRS);
i. Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
j. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, CORBON etc.;
k. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
l. Works: List of Plants/Equipment with proof of Ownership/Lease Agreement
m. Only Companies included in the National Automotive Design and Development Council's approval list of local manufactures of vehicles/Assemblers or their authorized representatives should bid for Lots 6 & 8.
k. Medical Equipment: Letter of Authorisation from the Original Equipment Manufacturers listed in the Approved Policy for Procurement of Health and Medical Equipment for Tertiary Hospitals in Nigeria;
l. For Supply of Other Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs).
m. Lot 1: Evidence of current registration/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency, (NITDA)
n. Electricity Jobs: Evidence of current Licence issued by Nigerian Electricity Management Services Agency (NEMSA);
o. 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 CAC, Contact Address, Telephone (Preferably GSM No.), Tax Identification Number (TIN) and E-Mail Address. The letterhead paper must bear the names and nationalities of the directors of the company/firm at the bottom of the page.

4. COLLECTION OF TENDER DOCUMENTS/ENQUIRIES.

For enquiries and collection of tender documents for Goods and works, contact the office of:

Head of Procurement
2nd Floor, B Wing Shippers' Towers.
Nigerian Shippers' Council,
No. 4, Otunba Ayodele Soyode Lane,
(Formerly Park Lane) Apapa, Lagos.
***Phone:* - 08110516130, 09090077334 or 08030669262**

on payment of a non-refundable tender fee **of ₦10,000.00** per Lot through the Remita platform payable to ***Nigerian Shippers' Council, Lagos*.**

5. SUBMISSION OF TENDER DOCUMENTS.

Prospective bidders are to submit bid for each of the Lots desired, two (2) hard copies each of the technical and financial bid with soft copy of financial bid only in MS Excel format, packaged separately in sealed envelope and clearly marked as "Technical Bid" and "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger envelope addressed to **The Executive Secretary/Chief Executive Officer, Nigerian Shippers' Council (NSC). 4, Otunba Ayodele Soyode Lane, (Formerly Park Lane) Apapa, Lagos)** and clearly marked with (The name of the project and the lot number).

Furthermore, the reverse of each sealed envelope should bear the name and the address of the bidder and dropped into GOODS Bid box marked **"GOODS AND SERVICES"** and into WORKS Bid box marked **"WORKS AND SERVICES"** Box respectively on the 2nd floor **after** its registration on the 2nd floor, not later than **10:00am on Wednesday, 26th July, 2023. Late submission will be returned un-opened.**

6. OPENING OF TECHNICAL BIDS

Only the technical bids will be opened immediately after the deadline for submission at **10:00am on Wednesday, 26th July 2023** at the Training Room, 2nd Floor, Shippers' Towers, Apapa Lagos while the Financial bids will be kept un-opened.

7. GENERAL INFORMATION.

i. Bids must be in English Language and signed by an official authorised by the bidder;
ii. The NSC will not be held liable for misplaced or wrongly submitted bids.
iii. Bidders should not bid for more than two (2) Lots;
iv. All cost will be borne by the bidders;
v. The Technical Bids will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies; and will be covered by video recording; invitation link will be sent to bidder who chooses to join the bid opening online;
vi. Standard Bidding Documents can also be collected in Soft copies and Bidders can submit through Post (Courier Services);
vii. 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;
viii. The NSC is not bound to prequalify any bidders 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: MANAGEMENT

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