



FEDERAL GOVERNMENT OF NIGERIA

**MINISTRY OF BUDGET AND NATIONAL PLANNING**

**INVITATION TO TENDER/EXPRESSION OF INTEREST FOR THE EXECUTION OF PROJECTS UNDER THE NATIONAL SOCIAL INVESTMENT PROGRAMME (NSIP), OFFICE OF THE VICE PRESIDENT**

**1.0 INTRODUCTION**

1.1 The Federal Government of Nigeria has allocated funds to the National Social Investment Office (NSIO) in the 2016 Appropriation Act for the execution of Programmes aimed at reducing the unacceptable level of poverty and socio-economic vulnerability in the country. The main thrusts of the National Social Investment Programme (NSIP) are:

- ❖ **National Home Grown School Feeding (NHGSF) Programme** – Aims to provide free nutritional meal for public primary school pupils across Nigeria.
- ❖ **Conditional Cash Transfer (CCT) Programme** – Aims to address poverty in the country by providing cash transfers to the poor and vulnerable households through a conditional cash transfer of N5,000 monthly per household through household care-givers.
- ❖ **N-Power (Job Creation) Programme** – Aims to help young Nigerians (both unemployed graduates and non-graduates) acquire and develop life-long skills to become solution providers in their communities, and players in domestic and global markets.

1.2 Consequently, the Ministry of Budget and National Planning, being the accounting MDA for the National Social Investment Programme (NSIP) hereby invites interested contractors and consultants with proven relevant competence and experience to submit **Tenders/Expression of Interest** for the execution of the projects listed in this advertisement in compliance with the Public Procurement Act (PPA) 2007.

**2.0 PROJECTS**

**CATEGORY A (INVITATION TO TENDER)** – Interested Suppliers and Contractors are invited to submit technical and financial bids for the following projects:

**GOODS**

S/N	LOT NO.	PROJECT DESCRIPTION
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1	NHGSF/G1	Supply of Laptops and Accessories to NHGSF Programme, Abuja.
2	NHGSF/G2	Supply of Biometric Data Capturing Tablets to NHGSF Programme, Abuja.
3	NHGSF/G3	Supply of Weight and Height Scales to NHGSF Programme, Abuja.
4	NHGSF/G4	Supply of States Data Verification Tablets to NHGSF Programme, Abuja.
5	CCT/G1	Supply of Computers and Accessories to CCT Programme, Abuja.
6	CCT/G2	Supply of Tablet PC (data reporting) to CCT Programme in the Six Geo-political Zones.
7	CCT/G3	Supply of Office Furniture to CCT Programme, Abuja.
8	NP/G1	Supply of Technical Tools and Consumables for N-Power Build Programme (Nationwide).

**CATEGORY B (EXPRESSION OF INTEREST)** – Interested Consultants are invited to submit Expression of Interest (EoI) for the following projects:

### Consultant Services

S/N	PROJECT DESCRIPTION	LOT NO.	LOCATION
1	Provision of Training Services for <b>N-Tech Hardware</b> Trainees	NP/TH/CS/1A	Adamawa State
		NP/TH/CS/1B	Edo State
		NP/TH/CS/1C	Imo State
		NP/TH/CS/1D	Kano State
		NP/TH/CS/1E	Niger State
		NP/TH/CS/1F	Oyo State
2	Provision of Training Services for <b>N-Tech Software</b> Trainees	NP/TS/CS/2A	Northern Nigeria
		NP/TS/CS/2B	Southern Nigeria
3	Provision of Training Services for <b>N-Creative</b> Trainees	NP/CR/CS/3A	Northern Nigeria
		NP/CR/CS/3B	Southern Nigeria
4	Provision of Training Services for <b>N-Tech Build</b> Trainees	NP/TB/CS/4A	North-East Zone
		NP/TB/CS/4B	South-South Zone
		NP/TB/CS/4C	South-East Zone
		NP/TB/CS/4D	North-West Zone
		NP/TB/CS/4E	North-Central Zone
		NP/TB/CS/4F	South-West Zone
5	Provision of Management Services and Running of Innovation Hub	NP/HUB/CS/5A	North-East Zone
		NP/HUB/CS/5B	South-South Zone
		NP/HUB/CS/5C	South-East Zone
		NP/HUB/CS/5D	North-West Zone
		NP/HUB/CS/5E	North-Central Zone
		NP/HUB/CS/5F	South-West Zone
6	Provision of Integration Platform for ALL <b>N-Power Knowledge</b> Integration Platform	NP/KNW/CS/6A	National
7	Provision of JCU Centralized Project Management Services	NP/PMS/CS/7A	North-East Zone
		NP/PMS/CS/7B	South-South Zone

		NP/PMS/CS/7C	South-East Zone
		NP/PMS/CS/7D	North-West Zone
		NP/PMS/CS/7E	North-Central Zone
		NP/PMS/CS/7F	South-West Zone

### 3.0 RESPONSIVE CRITERIA

**Eligibility:** Failure by a consultant/bidder to submit **all** of the following (non-scoring responsive criteria) renders the consultant/bidder ineligible to participate in this procurement:

- i. Evidence of incorporation with the Corporate Affairs Commission (CAC);
- ii. Copy of current Tax Clearance Certificate (2013, 2014 & 2015);
- iii. Evidence of VAT Registration
- iv. Copy of current PENCOM Compliance Certificate (expiring 31<sup>st</sup> December, 2016);
- v. Copy of current ITF Compliance Certificate (expiring 31<sup>st</sup> December, 2016);
- vi. Copy of current NSITF Compliance Certificate (expiring 31<sup>st</sup> December, 2016);
- vii. Copy of BPP's Interim Registration Report – IRR (expiring 1<sup>st</sup> January, 2017);
- viii. Evidence of payment of Tender Fee indicating the chosen lot; and
- ix. A sworn affidavit disclosing:
  - a) That the bidder is neither in receivership nor a subject of insolvency/bankruptcy/winding up proceedings;
  - b) That none of the bidder's Directors has ever 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;
  - c) Whether or not any officer of the relevant committees of the Ministry of Budget and National Planning (MB&NP), NSIO or BPP is a former or present director, shareholder, or has any pecuniary interest in the bidder; and
  - d) That all information presented in the bid is true and correct in all particulars.

**Capability:** Each consultant/bidder is expected to prove that it possesses the capacity to successfully execute its project of choice. Accordingly, the following (scoring) responsive criteria shall apply:

- i. Evidence of contracts executed in the last 5 years similar to the bidder's project of choice. (Letters of award and completion certificates.);
- ii. Evidence of duly audited account (2013, 2014 & 2015) with turnovers matching those in the tax clearance certificate;
- iii. Bank's letter of **promise** to provide financial support if the bidder is awarded the contract;
- iv. Company's personnel profile – List of members of staff of the company with evidence of their academic and professional qualifications attached;
- v. Evidence of up-to-date registration of company with relevant professional bodies (for consultant services); and
- vi. Packaging/presentation of technical bid (i.e. presenting documents in the exact order they are listed out under **these eligibility and capability criteria**).

### 4.0 TENDER FEES

A non-refundable tender fee of ₦20,000.00 (Twenty Thousand Naira only) per Lot is to be paid by each bidder before collection of a Standard Bidding Document. The tender fee should be paid into the TSA account in favour of MB&NP. BIDDERS/CONSULTANTS EXPRESSING INTEREST FOR CONSULTANCY SERVICES ARE EXEMPTED FROM PAYING

TENDER FEES AT THE INITIAL STAGE UNTIL THEY ARE PRE-QUALIFIED TO THE STAGE OF ISSUANCE OF A REQUEST FOR PROPOSAL (RFP).

**Please note that no Bidder/Consultant is allowed to bid for more than two Lots in each category. Any violator of this rule will be disqualified.**

## **5.0 COLLECTION OF BIDDING DOCUMENTS**

Standard Bidding Documents are available for collection from the office of the Director (Procurement), Room 204, 2<sup>nd</sup> Floor, Ministry of Budget and National Planning, Plot 421, Constitution Avenue, Central Business District, Abuja on presentation of original copy of the Treasury Receipt issued by the Finance & Accounts Department, MB&NP (for sighting) and a photocopy of the same, evidencing payment of the non-refundable tender fee.

## **6.0 SUBMISSION OF BIDS**

(i) Interested consultants shall submit one original and three photocopies of their EoI documents in a sealed envelope. The reverse side of this envelope shall bear the Consultant's Name, Address and Telephone Number(s). The front should be labeled "Technical and Financial Bid" with the "Project Name/Title" and "Lot No" clearly written on the top Right Hand corner.

(ii) Interested contractors and suppliers shall submit one original and three photocopies of their Technical bids and completed financial bids. The four copies of Technical Bid and four copies of completed Financial Bid per Lot shall be placed in two different sealed envelopes and each appropriately labeled "Technical Bid" and "Financial Bid" as well as the "Project Name/Title" and "Lot No" on the same side of the envelope. The reverse side of each of these two envelopes shall bear the "Bidder's Name, Address and Telephone Number(s)". The two sealed envelopes containing separately Technical and Financial Bids should be enclosed in a third outer envelope which should be sealed and labeled "Technical and Financial Bid" with the "Project Name/Title" and "Lot No" clearly written on the top Right Hand corner.

(iii) The outer envelope should be addressed to:

### **The Secretary**

Ministerial Tenders Board,  
Ministry of Budget and National Planning,  
Plot 421, Constitution Avenue, Central Business District,  
Abuja.

The reverse side of the outer envelope should also bear the "Bidder's Name, Address and Telephone Number(s)".

(iv) The sealed EoI or the sealed bid (containing both the Technical and Financial) should be deposited in the tender box placed in the office of the Director (Procurement), Room 204, 2<sup>nd</sup> Floor, Ministry of Budget and National Planning, Plot 421, Constitution Avenue, Central Business District, Abuja.

(v) Closing time for the submission of EoI is **12:00 noon on Tuesday, 15<sup>th</sup> November, 2016.**

(vi) Closing time for the submission of all bids (Technical and Financial) is **12:00 noon on Tuesday, 13<sup>th</sup> December, 2016.**

(vi) Late submission will not be entertained, no matter the circumstance, please.

## **7.0 OPENING OF BIDS**

i) Opening of EoI for Consultant Services will commence at **12:00 noon on Tuesday, 15<sup>th</sup> November, 2016** in the Conference Room, 4<sup>th</sup> Floor,

Ministry of Budget and National Planning, Plot 421, Constitution Avenue, Central Business District, Abuja.

- ii) Opening of Technical bids for the Supply of Goods will commence at **12:00 noon on Tuesday, 13<sup>th</sup> December, 2016** in the Conference Room, 4<sup>th</sup> Floor, Ministry of Budget and National Planning, Plot 421, Constitution Avenue, Central Business District, Abuja.
- iii) Financial bids of those who are successful in the technical bid evaluation will be opened at a date to be communicated to them.

All bidding Companies and/or their representatives, relevant professional bodies, Non-Governmental Organizations (NGOs), representatives of BPP and interested members of the public are hereby invited to witness the opening of the EoI and technical bids on the dates and times mentioned above.

### **8.0 BIDS EVALUATION AND AWARD**

Immediately after the opening of EoI and technical bids, all submissions will be assessed for eligibility using the non-scoring responsive criteria listed out above. **Eligible submissions** will then be assessed for capability based on the scoring responsive criteria also listed out above. Consultants whose EoIs are adjudged to be substantially responsive will be contacted to collect Request for Proposals (RfP). With respect to the Category A (Goods) projects, award of contract will be recommended in favour of the **lowest evaluated responsive bids**.

### **9.0 IMPORTANT INFORMATION**

- (i) All submitted documents may be referred to relevant authorities for verification/confirmation.
- (ii) Only pre-qualified Bidders shall be invited to the next stage of the procurement process.
- (iii) Original documents of the Eligibility criteria of any Bidder may be requested for sighting.

### **10.0 DISCLAIMER:**

(i) The Ministry of Budget and National Planning will not be responsible for any costs and/or expenses incurred by any Company/Bidder in the preparation, submission and/or in connection with any response to this Invitation to Bid.

(ii) The Ministry of Budget and National Planning is not obligated to award a contract to any Company and/or Bidder in respect of this invitation and reserves the right to cancel, annul and/or discontinue the procurement process at any stage, without incurring any liability thereby to Companies/Bidders.

(iii) This "Invitation to Bid/Expression of Interest" shall not be construed as an offer of contract or commitment on the part of the Ministry of Budget and National Planning nor shall it entitle any Company/Bidder to make claims and/or seek any indemnity or compensation from the Ministry of Budget and National Planning.

**SIGNED**

**Permanent Secretary**

Ministry of Budget and National Planning