



**DEBT MANAGEMENT OFFICE
NIGERIA**

INVITATION TO TENDER

INTRODUCTION

The Federal Government of Nigeria has provided funds in the 2016 Appropriation for the Debt Management Office to procure Project Vehicles, Upgrade its Computer Software, Servers and Security Equipment. Accordingly, the DMO in line with the Public Procurement Act, 2007 is hereby inviting competent and reputable contractors/suppliers to tender for the jobs.

DESCRIPTION OF WORK

The details of Goods to be provided are contained in the tender documents as indicated below.

All applications should be per LOT, as follows:

LOT 1: Procurement of Project Vehicle

LOT 2: Procurement of Computer Software

LOT 3: Procurement of UPS, Stabilizer, Inverter, Inverter Batteries and Power Monitoring Alert System

LOT 4: Procurement of Fire Proof Cabinets

TENDER QUALIFICATIONS/REQUIREMENTS

- a) Evidence of registration with the Corporate Affairs Commission;
- b) Copy of Tax Clearance Certificates for the past three years (2012,2013 and 2014/2015);
- c) Copy of VAT Certificate and evidence of remittances;
- d) Evidence of registration and remittance of Industrial Training Funds contributions;
- e) Evidence of Pensions/Social Security Contribution in accordance with the Pension Act, 2004;
- f) Company's audited financial reports for the last three years (2012, 2013 and 2014/2015);
- g) Verifiable evidence of similar jobs successfully done in the past three years;
- h) Full details of the company's profile;
- i) Evidence of financial capability/ reference letter from a reputable Bank;
- j) Evidence of registration on the National Database of Contractors, Consultants and Service Providers;
- k) Failure to furnish all information or documentation required by the Tender Documents may result in the rejection of the Tender.

COLLECTION OF TENDER DOCUMENTS

Interested bidders are expected to collect the tender documents from the Administration Unit of the Debt Management Office from Friday, October 14, 2016 to Friday, November 25, 2016.

SUBMISSION OF TENDER DOCUMENTS

Completed Technical and Financial bids shall be forwarded in separate envelopes, boldly marked as such. Both envelopes should be enclosed in a third sealed envelope marked "Tender for (specify the Lot and description)" on top of the right hand corner and addressed to:

The Director- General,
Debt Management Office,
NDIC Building (First Floor),
Plot 447/448, Constitution Avenue
Central Business District,
P.M.B. 532, Garki, Abuja

NOTE: Each Tender Document should contain a table of contents and properly **paginated**.

All submissions must be registered at the Admin Unit of the Debt Management Office on or before 12.00 noon, Friday, November 25, 2016. **Electronic Bids shall not be accepted and Bids received after the deadline will be rejected.**

TENDER OPENING

Tenders will be opened at the Debt Management Office's Board Room, NDIC Building (First Floor), Plot 447/448, Constitution Avenue Central Business District, Abuja on Friday, November 25, 2016 by 12.00 noon. Bidders or their representatives, NGOs, Professional bodies and interested members of the public are invited to the Tender Opening exercise.

Signed:
Management