



DEBT MANAGEMENT OFFICE NIGERIA

INVITATION TO TENDER FOR THE PROCUREMENT OF 2021 CAPITAL PROJECTS

1.0 INTRODUCTION

The Federal Government of Nigeria has allocated Funds to the Debt Management Office (DMO) in the 2021 Appropriation Act for the procurement of Goods, Works and Services for the execution of projects towards achieving the mandate of the Office.

The DMO hereby invites interested, competent and reputable contractors with relevant experience and good track record to tender for the underlisted projects:

2.0 SCOPE OF SUPPLY

LOT NO	PROJECT TITLE
LOT A	Procurement of Security and Industrial Equipment.
LOT B	Procurement of Utility Vehicles
LOT C	Procurement of office cooling system and equipment
LOT D	Procurement of Office Equipment and consumables

Note: Details and specifications for each Lot is as contained in the Bid documents.

3.0 ELIGIBILITY REQUIREMENTS

Interested companies (Bidders) are requested to submit the following documents/information with verifiable evidence for assessment/consideration:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (C.A.C) including Form CAC 1.1 or CAC2 and CAC7;
- (b) Evidence of the Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2021;
- (c) Evidence of Pension Clearance Certificate valid till 31st December, 2021 (applicable where number of staff is at least 5);
- (d) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2021 (applicable where number of staff is at least 3 or at least ₦20m Turnover);
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2021;
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on December 31, 2021 or valid Certificate issued by the Bureau of Public Procurement (BPP);
- (g) Sworn Affidavit that:
 - i. The Company is not bankrupt;
 - ii. None of the Directors is an ex- convict or bankrupt;
 - iii. Disclosing whether or not any officer of the relevant committees of the DMO or the BPP is a former or present Director, Shareholder or has any pecuniary interest in the Bidder; and,

- iv. To confirm that all information presented in its bid are true and correct in all particulars.
- (h) Company's Audited Accounts for the last three (3) years - 2018, 2019 & 2020.
- (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, Job Completion Certificates and Photographs of the Projects.
- (l) For Supply of Equipment: Letter of Authorization as representative of the Original Equipment Manufacturers (OEMs);
- (m) Only companies included in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles and their authorized representatives should bid for the vehicles;
- (n) For Joint Venture/Partnership, Memorandum of Understanding (MOU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR, Sworn Affidavit are compulsory for each JV Partner).
- (o) All documents for submission must be transmitted with a Covering/Forwarding Letter under the Company 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, duly signed by the authorised officer of the firm.

4.0 COLLECTION OF TENDER DOCUMENTS

Interested Companies are to collect the Standard Bidding Documents (SBD) from the office of the Head, Procurement unit, First Floor, NDIC Building Plot 447/448 Constitution Avenue, CBD, Abuja on evidence of payment of non- refundable processing tender fee of **₦10,000.00 (Ten thousand naira only)** into the **DMO TSA REMITTA ACCOUNT** in any reputable Commercial Bank in Nigeria. The teller for this payment should be converted to the receipt at the Finance & Accounts Units of the Debt Management Office. Photocopy of the receipt should be attached to the Standard Bidding Documents (SBD).

5.0 SUBMISSION OF TENDER DOCUMENTS

Prospective Bidders are to submit bids in hard copies for the Lots, One (1) original and two (2) copies each of the **Technical and Financial Bid** with a soft copy of the Financial Bid only in MS Excel format, packaged separately in a sealed envelope and clearly marked as "**Technical Bid**" and "**Financial Bid**". Thereafter, put the two (2) sealed envelopes together in a bigger sealed envelopes and should be addressed to;

**Director-General,
Debt Management Office,
First Floor, NDIC Building
Plot 447/448, Constitution Avenue**

**Central Business District
Abuja, Nigeria.**

and clearly marked with (the name of project and the Lot number). E.g. "LOT 1
Procurement of Security and Industrial Equipment"

Furthermore, the reverse of each sealed envelope should bear the name and address of the Bidder and the Bid should be dropped in the designated Tender Box at the Procurement Unit, DMO not later than **12:00 noon on Monday, 8th November, 2021.**

6.0 OPENING OF TECHNICAL BIDS

Only the Technical Bids will be opened immediately after the deadline for submission at **12:00 noon on Tuesday, 9th November, 2021** at the DMO Board Room, while the Financial Bids will be kept un-opened. Please, ensure that you sign the Bid Submission Register at the Procurement unit, **Debt Management Office** as the **DMO** will not be held liable for misplaced or wrongly submitted Bids. Further enquiries may be directed to enquiries@dmo.gov.ng

7.0 GENERAL INFORMATION

Please note the following information:

- a. Bids must be in English Language and signed by an official authorized by the Bidder.
- b. All CAC, PENCON, ITF, and Tax Clearance Certificates may be referred to the Security Agencies, Corporate Affairs Commission, Federal Inland Revenue Services, National Pension Commission, Industrial Training Fund or any other relevant bodies for Verification, and for possible prosecution if found to be non-genuine.
- c. Bid submission after the deadline for submission would be returned un-opened.
- d. Details and specifications for each Lot is as contained in the Bid Documents.
- e. Bidders should not bid for more than one (1) Lot.
- f. All costs will be borne by the Bidders.
- g. 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 Bid Opening will be covered by video recording in the presence of two (2) Representatives of private sector professional bodies and Civil Society Organizations in the areas of Anti- Corruption/Transparency.
- h. Bid documents would be collected in soft copies and Bidders can submit through Post (Courier Services),
- i. Only pre-qualified bidders at technical evaluation will be invited at a later date for virtual financial bids opening, while the financial bids of unsuccessful bidders will be returned unopened;
- j. The DMO is not bound to shortlist 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
Director-General
Debt Management Office