



NIGERIAN PORTS AUTHORITY
26/28, MARINA LAGOS
www.nigerianports.gov.ng

PUBLIC NOTICE NO: 4105

PRE-QUALIFICATION OF CONTRACTORS FOR THE SUPPLY OF OFFICE FURNITURE

A. INTRODUCTION

The Nigerian Ports Authority hereby invites competent and reputable furniture companies to submit pre-qualification documents for supply of office furniture to the following locations:

S/N	DESCRIPTION OF PROJECT	LOT
1	Supply of furniture to offices at Tin Can Island Port Complex	Lot 1
2	Supply of furniture to offices at Rivers Port, Port-Harcourt	Lot 2
3	Supply of furniture to offices at Onne Port	Lot 3
4	Supply of furniture to offices at Delta Ports	Lot 4

BIDDERS ARE NOT ALLOWED TO BID FOR MORE THAN TWO (2) LOTS

B. SCOPE OF WORKS

The scope of works shall include but not limited to the supply of executive office desks with side extension, high back leather swivel chairs, tables with fixed drawers, 4-seater work stations, etc.

Further information is contained in the Standard Bidding Document (SBD) to be issued to interested bidders.

C. ELIGIBILITY CRITERIA

Interested companies should submit bound bid documents duly signed, paginated, separated by dividers and arranged in the order outlined hereunder:

TENDER REQUIREMENTS

1. Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7.
2. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years (2016, 2017 & 2018) valid till 31st December 2019 with minimum cumulative turnover of **₦70 Million**.
3. Evidence of Company's Audited Accounts for the last three (3) years (2016, 2017 & 2018) duly signed by ANAN/ICAN licensed Auditors.
4. Evidence of Current Pension Clearance Certificate from National Pension Commission (PENCOM) valid till 31st December 2019.
5. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December 2019.
6. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December 2019.
7. Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/01/2020 or valid Certificate issued by BPP.

8. Sworn Affidavit disclosing:
 - That the Company does not have any Director who 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.
 - Whether or not any officer of the relevant committees of the Nigerian Ports Authority (NPA) or Bureau of Public Procurement (BPP) is a former or present director, shareholder or has any pecuniary interest in the bidder and confirm that all information presented in its bid are true and correct in all particulars.
 - That the Company is not in receivership, subject of any form of insolvency or bankruptcy proceeding or the subject of any form of winding up petition or proceedings.
9. 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 Corporate Affairs Commission (CAC), contact address, telephone (preferably GSM No.), fax and e-mail address. The Letter Head Paper must bear the Names and Nationalities of the Directors of the Company/Firm at the bottom of the page.
10. Evidence of financial capability to execute the project by submission of reference letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed.
11. Company profile to include names, qualification (copies of relevant academic and professional qualifications of such personnel must be attached) and experience of key personnel in the assembly of office furniture.
12. Verifiable documentary evidence of at least three (3) similar jobs on supply of office furniture in the last five (5) years including Letters of Award, Contract Agreements, Job Completion Certificates, etc.
13. For Joint Venture (JV)/Partnership, Memorandum of Understanding (MoU) should be provided. **(Items 1-10 are compulsory for each national JV partner while items 1, 2 and 8 are compulsory for each international JV partner).**

D. SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

Prospective bidders are to submit two (2) bound copies of pre-qualification documents, paginated and arranged with dividers as indicated above. The prequalification documents should be submitted in sealed envelopes and addressed to "**SECRETARY TO THE TENDERS BOARD, NIGERIAN PORTS AUTHORITY**" and clearly marked "**PRE-QUALIFICATION OF CONTRACTORS FOR THE SUPPLY OF OFFICE FURNITURE**" specifying **PUBLIC NOTICE NO: 4105 (with description of desired lot)**. Furthermore, the reverse side of each sealed envelope should have the name and address of the bidder and dropped in the designated Tender Box located on the 3rd floor of NPA Annex Building at 1, Joseph Street, off Marina Lagos not later than **11.00 am on Tuesday, 3rd September, 2019**.

E. OPENING OF PRE-QUALIFICATION DOCUMENTS

The technical bid documents received before the deadline for submission will be opened **immediately** at **11.00 am on Tuesday, 3rd September, 2019** in the Conference room on 3rd floor of NPA Annex building, 1, Joseph Street, off Marina, Lagos in the presence of bidders or their

representatives. Please, ensure that you sign the bid submission register in the bid submission office on the 3rd floor of the annex building, as the Authority will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the "General Manager (Procurement)" on e-mail: info.procurement@nigerianports.org.

F. GENERAL INFORMATION

1. Bids must be in English Language and signed by an official authorized by the bidder.
2. Late submission will be returned un-opened.
3. All costs incurred as a result of this tender invitation and any subsequent requests for information shall be borne by the bidding companies and only short-listed companies will be contacted.
4. The Authority is not bound to pre-qualify any bidder and reserves the right to cancel the Procurement proceedings in the public interest without incurring liabilities to the bidders in accordance with the provisions of Section 28 of the Public Procurement Act 2007.

**SIGNED
MANAGEMENT
NIGERIAN PORTS AUTHORITY**