



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

PUBLIC NOTICE NO: 4104

INVITATION TO TENDER FOR THE SUPPLY OF OFFICE FURNITURE

A. INTRODUCTION

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

S/N	DESCRIPTION OF PROJECT	LOT
1	Supply of furniture to offices at Lagos Port Complex, Apapa	Lot 1
2	Supply of furniture to offices at Calabar Port	Lot 2

BIDDERS ARE NOT ALLOWED TO BID FOR MORE THAN ONE (1) LOT

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 **₦50 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 two (2) similar jobs on supply of office furniture in the last ten (10) 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. COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect the Standard Bidding Document (SBD) from the Office of the General Manager, Procurement, 3rd Floor, NPA Annex Building, 1 Joseph Street, off Marina – Lagos on evidence of payment of a non-refundable fee of **₦10,000.00 (Ten Thousand Naira) only. The RRR Number can only be generated at the office of the Asst. General Manager Tariff & Billing on the 4th floor of NPA Headquarters before payment in any commercial bank.**

E. SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit two (2) bound hard copies each of TECHNICAL and FINANCIAL BIDS with soft copy of financial bid only in MS Excel format (placed in financial bid envelope), packaged **SEPARATELY** in **SEALED ENVELOPES** and clearly marked as "Technical Bid" or "Financial Bid" and thereafter put the two sealed envelopes together in a bigger envelope addressed to "**SECRETARY TO THE TENDERS BOARD, NIGERIAN PORTS AUTHORITY**" and clearly marked "**INVITATION TO TENDER FOR THE SUPPLY OF OFFICE FURNITURE**" specifying **PUBLIC NOTICE NO: 4104 (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, 24th September, 2019.**

F. OPENING OF TENDER DOCUMENTS

The bid documents received before the deadline for submission will be opened **immediately** at **11.00 am on Tuesday, 24th 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.

G. 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**