



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

**PUBLIC NOTICE NO: 4127**

**INVITATION TO TENDER FOR THE PROVISION AND INSTALLATION OF TWO (2) UNITS OF 1,000KG CAPACITY LIFTS AT CORPORATE HEADQUARTERS BUILDING, MARINA, LAGOS**

**A. INTRODUCTION**

The Nigerian Ports Authority hereby invites competent and reputable companies to submit tender documents for the Provision and Installation of two (2) units of 1,000kg capacity Lifts for the Nigerian Ports Authority (NPA) Headquarters building in Marina, Lagos.

**B. SCOPE OF WORKS**

The scope of works includes but not limited to the following:

- Disconnect and dismantle the two old lifts (elevators).
- Carefully pack the old Lifts modules and place at a designated place.
- Provide and install the two new Lifts.

Detailed scope of works is contained in the Standard Bidding Document (SBD) to be issued to interested bidders.

**C. ELIGIBILITY CRITERIA**

**Interested companies should submit bound tender 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 Form CAC2 and CAC7.
2. Evidence of Company Income's Tax Clearance Certificate for the last three (3) years (2017, 2018 & 2019) valid till 31st December 2020 with minimum cumulative turnover of **₦200 Million**.
3. Evidence of Company Audited Accounts for the last three (3) years (2017, 2018 & 2019) duly signed by ANAN/ICAN licensed Auditors.
4. Evidence of Current Pension Clearance Certificate from National Pension Commission (PENCOM) valid till 31<sup>st</sup> December 2020.
5. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December 2020.
6. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December 2020.
7. Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration report (IRR) expiring on 31/12/2020 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 or Bureau of Public Procurement 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 Installation of Lifts (Mechanical/Electrical/Electronics/Instrumentation).
  12. Verifiable documentary evidence of at least five (5) similar lift installations executed in the last three (3) years by including letters of award, completion certificates or contract agreements.
  13. Evidence of Original Equipment Manufacturer (OEM) ISO 9001 Certification for Quality Management System or equivalent.
  14. Evidence of Original Equipment Manufacturer (OEM) representation in Nigeria.
  15. Evidence of satisfactory after sales support services in Nigeria (Maintenance contract for lifts) in the last three (3) years.
  16. Failure to comply with items 1 – 14 above will lead to disqualification of the bid. (This applies for non-Joint Venture submissions).
  17. For Joint Venture (JV)/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).
- (Items 1-11 and 14 - 15 are compulsory for a national JV partner, items 1, 2 and 8 are compulsory for an international JV partner as issued in home country while items 12 – 13 can be provided by any of the 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 4<sup>th</sup> floor of NPA Headquarters before payment in any commercial bank.**

#### **E. SUBMISSION OF TENDER DOCUMENTS**

Prospective bidders are to submit two (2) bound copies of technical and financial bids in separate envelopes marked "TECHNICAL" or "FINANCIAL" with soft copy of financial bid in financial bid envelope (Excel format), seal and place in a single bigger **SEALED ENVELOPE** addressed to "**SECRETARY TO THE TENDERS BOARD, NIGERIAN PORTS AUTHORITY**" and clearly marked "**INVITATION TO TENDER FOR THE PROVISION AND INSTALLATION OF TWO (2) UNITS OF 1,000KG CAPACITY LIFTS AT CORPORATE HEADQUARTERS BUILDING, MARINA, LAGOS**" specifying **PUBLIC NOTICE NO. 4127**. Furthermore, the reverse side of the sealed envelope should have the name and address of the bidder. Thereafter, drop the envelope in the designated Tender Box located on the 3<sup>rd</sup> floor of NPA Annex Building at 1, Joseph Street, off Marina Lagos not later than **11:00 am on Tuesday, 10<sup>th</sup> November 2020**.

#### **F. OPENING OF TECHNICAL BIDS**

The technical bid documents received before the deadline for submission will be opened **immediately at 11:00 am on Tuesday, 10<sup>th</sup> November 2020** in the Conference room on the 3<sup>rd</sup> floor of the Annex building, 1, Joseph Street, off Marina, Lagos, while the financial bid will be kept unopened. **Representatives of Non-Governmental Organizations related to this procurement, transparency and anti-corruption Agencies are hereby invited to witness the bid opening in compliance with Section 19 (b)(ii) of the PPA, 2007**. Please, ensure that you sign the bid submission register in the bid submission office on the 3<sup>rd</sup> floor of NPA 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](mailto:info.procurement@nigerianports.org). Bidders are excused from the bid opening, which will be attended by officials of private sector professional organisation and CSOs in the areas of anti-corruption/transparency. The event will be fully captured on video and can be provided to bidders on request.

#### **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. Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened
5. 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 any liabilities to the bidders in accordance with the provisions of Section 28 of the Public Procurement Act 2007.
6. Submissions may be made through courier service, in the stipulated format in (D) above and must not be later than the stipulated deadline.
7. Bidders are advised to visit the site.

**SIGNED  
MANAGEMENT  
NIGERIAN PORTS AUTHORITY**