

NIGERIAN PORTS AUTHORITY

26/28. MARINA LAGOS
www.nigerianports.gov.ng

PUBLIC NOTICE No: 4163

PREQUALIFICATION OF CONTRACTORS FOR "NATIONAL SHOPPING LIST" FOR SMALL VALUE SUPPLIES, SERVICES AND WORKS

• **INTRODUCTION**

The Management of Nigerian Ports Authority (NPA) hereby invites interested and competent contractors/suppliers with relevant experience on procurement of the under listed goods and works to apply for prequalification for "**National Shopping List for Small Value Supplies and Works**" at all its locations:

Lot 1	Supply of ICT/Computer Consumables
Lot 2	Supply of Electrical Materials
Lot 3	Supply of HSE and Fire Service Consumables
Lot 4	Supply of Items for Operational Security
Lot 5	Supply of Refrigeration and Air conditioner items
Lot 6	Supply of Drugs, Medical and Laboratory Equipment
Lot 7	Small Value Civil engineering maintenance works
Lot 8	Small Value electrical engineering maintenance works.
Lot 9	Maintenance of Elevators
Lot 10	Maintenance of Generators
Lot 11	Travel Agencies
Lot 12	General Printing

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

B. SCOPE OF WORKS

The scope of work includes but is not limited to the supply of various computer consumables, medicine/medical equipment, maintenance works and provision of services as indicated above at all NPA locations.

C. PREQUALIFICATION REQUIREMENTS

Interested companies are required to submit Two (2) copies of their Pre-qualification documents for each LOT desired, duly signed, paginated, separated by dividers and arranged in the order specified hereunder:

- Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7 (or CAC 1.1). Business Name with Form BN1 is also acceptable for Consultancy Services.
- Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners in case of Business Name) for the last three (3) years valid till 31st December 2024.
- Evidence of Pension Clearance Certificate valid till 31st December 2024 (this requirement is only applicable to bidders whose number of staff is 15 and above).
- Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December 2024. (This requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50M and above).

- Evidence of Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December 2024.
- Evidence of registration on the National Data Base of Federal Contractors, Consultants and Service Providers by submission of interim Registration Report (IRR) expiring on 31/12/2024 or valid Certificate issued by BPP.
- 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.
- Bidders for **LOT 1 (Supply of ICT/Computer Consumables)** are expected in addition to the above requirements to submit evidence of Partnership with HP as most of Authority's computer Hardware are HP products.
- Bidders for **LOT 6 (Supply of Drugs)** are expected in addition to the above requirements to submit the following:
 - Evidence of NAFDAC registration/certificate of Pharmaceuticals or Medical consumables
 - Evidence of annual License of the Superintendent Pharmacist of the Company by the Pharmacist Council of Nigeria (PCN) for the year 2024.
 - Evidence of the annual Premises License of the company by PCN for the year 2024.
 - Company's Audited accounts for the last three (3) years – 2021, 2022 and 2023.
 - Reference letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for execution of the project when needed.
 - Verifiable evidence of at least two (2) similar jobs (in size, nature & complexity) executed in the last three (3) years by including letters of award, job completion certificates, valuation certificates and photographs of the projects.
 - Company's profile to include names, qualifications (attach Certificates – both academic and professional) and experience of key personnel. **(This is applicable to LOTS 7 – 10).**
- For Joint Venture (JV)/Partnership, Memorandum of Understanding (MoU) should be provided which should include (CAC, TCC, PENCOM Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR and Sworn Affidavits are compulsory for each JV partner).

NOTE: 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.) 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, duly signed by the authorized officer of the firm.

D. SUBMISSION OF PREQUALIFICATION DOCUMENTS

Prospective bidders are to submit two (2) bound copies of **prequalification documents** in the order outlined above for each LOT desired. The documents must be submitted in a SEALED ENVELOPE and addressed to **"SECRETARY TO THE TENDERS BOARD, NIGERIAN PORTS AUTHORITY"** and clearly marked as **"PREQUALIFICATION OF CONTRACTORS FOR "NATIONAL SHOPPING LIST FOR SMALL VALUE SUPPLIES, SERVICES AND WORKS" TO NIGERIAN PORTS AUTHORITY"** specifying **PUBLIC NOTICE NO. 4163** and also indicate the **LOT No....** desired and the description of the **LOT**. Furthermore, the reverse side of

the sealed envelope should have the name and address of the bidder. Thereafter, the sealed envelope should be dropped into the designated Tender Box located on the 3rd floor of NPA Annex building at No. 1 Joseph Street, off Marina Lagos not later than **11.00am** on **the dates specified in the table below:**

S/N	LOT	CLOSING AND OPENING DATE
1	Lot 1 - 4	Wednesday 12 th February 2025
2	Lot 5 - 8	Thursday 13 th February 2025
3	Lot 9 - 12	Friday 14 th February 2025

Please ensure that you sign the bid submission register in the bid submission office as the Authority will not be held liable for misplaced or wrongly submitted bids.

E. OPENING OF PREQUALIFICATION DOCUMENTS

All prequalification documents received before the deadline for submission will be opened **immediately** after the closure of submission at the Conference room, 1 Joseph Street, off Marina, Lagos in the presence of the bidders or their representatives on the dates stated in **(D)** above. For further enquiries, please contact the "General Manager (Procurement)" on e-mail: **info.procurement@nigerianports.gov.ng**.

F. GENERAL INFORMATION

- Bids must be in English Language and signed by an official authorized by the bidder.
- Bids submitted after the deadline for submission would be returned unopened.
- All costs will be borne by the bidders.
- The prequalification documents shall be opened in the presence of bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies.
- Submissions may be made through courier service, in the stipulated format in (C) and (D) above and must not be later than the stipulated deadline.
- Only successful firms will be contacted.
- The Nigerian Ports Authority is not bound to pre-qualify any bidder and reserves the right to annul 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**