



INDEPENDENT CORRUPT PRACTICES AND OTHER RELATED
OFFENCES COMMISSION PLOT 802, CONSTITUTION AVENUE, CENTRAL
BUSINESS AREA, ABUJA

REQUEST FOR QUOTATIONS

1.0 INTRODUCTION

The Independent Corrupt Practices and Other Related Offences Commission invites interested, experienced and competent contractors to submit quotations for the execution of the under-listed jobs.

2.0 SCOPE OF WORK

The scope of work to be carried out consist of the following:

1. WORKS(SMALL).

LOT 1: Relocation of transformer with accessories at the ICPC Bauchi State Office
LOT 2: Supply and Installation of transformer at Akure Ondo State

2. GOODS

LOT 3: Supply of Vehicle Spare Part
LOT 4: Printing of Non- Security Document.
LOT 5: Supply of Printer and Photocopier Tonners
LOT 6: Supply of Stationery

3.0 ELIGIBILITY REQUIREMENTS

Interested, experience and Competent contractors/ suppliers should submit the following eligibility documents indicating the minimum qualification required of the bidders:

- I. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (**CAC**).
- II. Tax Clearance Certificate (**TCC**) for the last three (3) years (2020,2021 &2022) valid till December 31st 2023.
- III. Evidence of current Industrial Training Fund (**ITF**) Compliance Certificate valid till 31/12/2023.
- IV. Evidence of current Nigerian Social Insurance Trust Fund (**NSITF**) Compliance Certificate valid till 31/12/2023.
- V. Evidence of current National Pension Commission Certificates valid till December 31st 2023

- VI. Evidence of registration on the National Data Base for Contractors, Consultants and Service providers or Interim Registration Report issued by BPP or valid certificate issued by Bureau of Public Procurement (**BPP**).
- VII. Verifiable evidence of at least Three (3) similar contracts executed in the last (5) five years.
- VIII. The Company's Audited Accounts **Stamped and Signed by the firm** for the last three (3) years (2020, 2021 & 2022). **Applicable for lots 1&2**
- IX. Evidence of **NEMSA/ LECAN** Registration Certificate. The contractor may wish to visit ICPC Bauchi State office and Ondo State offices for clarifications and of Measurement. **Applicable for lots 1&2**
- X. Company's Profile with the Curriculum vitae of key Staff to be deployed for the project including copies of Academic/Professional qualifications such as registration with COREN, QSRBN, ARCON, CORBON, SURCON, etc.; **Applicable for lots 1&2**
- XI. List of Plants/Equipment proposed for the project, with location address, proof of Ownership/Lease. **Applicable for lots 1&2**

4.0 COLLECTION OF DOCUMENT

Interested and competent Contractors are required to collect Standard Bidding Document with detailed specifications from **Procurement Unit, FF Room 33**. which should be completed and submitted along with the above-mentioned documents enclosed in sealed envelope at the office of the Head, Procurement Unit, ICPC.

5.0 SUBMISSION OF DOCUMENT

Bidders are to submit for each of the lots desired, two (2) hard copies each of the Technical and Financial Bids, with softcopy of the financial bid only in MS Excel format, packaged separately in sealed envelopes clearly marked as **“Technical Bid”** and **“Financial Bid”**. Thereafter, put in the two sealed envelopes together in a third or bigger envelope also sealed and addressed to **Chairman ICPC**, Plot 802, Constitution Avenue, Central Area, Abuja and clearly marked with the name of the project and lot number. **Applicable for lots 1 & 2.**

The envelope containing the documents is to be marked. **“National shopping for the Supply of Vehicle Spare Part LOT 3”**, **“National shopping for the Printing of Non-Security Document LOT 4”**, **“National shopping for the Supply of Printer and Photocopier Tonners LOT 5”**, and **“National shopping for the Supply of Stationery LOT 6”**. All should be submitted on or before **12pm Thursday, 28th September, 2023**, at the following address: **Procurement Unit, FF Room 33**.

6.0 PLEASE NOTE

The price of your quotation shall clearly indicate the total price, including all taxes (VAT & WHT) and the time and place of delivery. The item shall be supplied and installed at

the place of delivery within two weeks from the date of contract signing. Your quotation shall remain valid for 60 days and your supplies shall be accompanied by most favorable warranties available.

N.B. Compliance with the above eligibility requirements, in addition to the degree of responsiveness to all the mentioned requirements (above and below), will form the major criteria to be applied for selection of the successful contractors. Most importantly, note that while submitting your quotation letter:

- I. The registration number (RC) as issued to the Company by the CAC must appear on your Letter Head, with contact telephone numbers, valid e-mail address and official company address; and
- II. That the letter headed paper must bear the name and the nationalities of the Directors of the Company, at the bottom of the page.

Any Company that fails to strictly adhere to the above will not be considered for contract. Further clarification can be sought before **12pm, Thursday, 28th September, 2023, from Room 33 First Floor**, Independent Corrupt Practices and Other Related Offences Commission (ICPC) or directed to the following Address:

The Chairman,
ICPC
Plot 802, Constitution Avenue, Central Business Area, Abuja

Attn: HOU, Procurement

Tel: 08023177773

Yours truly

For: Chairman of the Commission
21st September, 2023.