

11<sup>th</sup> July, 2023.



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

- LOT 1. Supply of Stationery**
- LOT 2. Supply of Tyres**
- LOT 3 Printing of ICPC News Letter.**

### **3.0 ELIGIBILITY REQUIREMENTS**

The eligibility qualifications/requirements include:

- I. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission **(CAC)**.
- II. Tax Clearance Certificate **(TCC)** for the last three (3) years 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 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)**.
- VI. Verifiable evidence of at least Three (3) similar contracts executed in the last (5) five years.

Interested and competent Contractors are required to collect Quotation Letter and Schedule of Requirements/Price, which should be completed and submitted along with the above-mentioned documents at the office of the Head, Procurement Unit, ICPC.

The envelope containing the documents is to be marked “**National Shopping for the Supply of Stationery LOT 1**”. “**National shopping for the Supply of Tyres LOT 2**”. “**National shopping for the Printing of ICPC News Letter LOT 3**” respectively. It should be submitted on or before **12pm Tuesday, 18<sup>th</sup> July, 2023**, at the following address: **Procurement Unit, FF Room 33**.

Please, note that 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 valid contact telephone numbers, 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 would not be considered for contract.

Further clarification can be sought before **12pm, Tuesday, 18<sup>th</sup> July, 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