



INDEPENDENT CORRUPT PRACTICES AND OTHER RELATED OFFENCES COMMISSION (ICPC)

PLOT 802, CONSTITUTION AVENUE, CENTRAL BUSINESS AREA, ABUJA

INVITATION TO TENDER

1.0 INTRODUCTION

The Independent Corrupt Practices and Other Related Offences Commission wishes to invite interested, experienced, and competent contractors and service providers to tender for the execution of projects under the 2023 Appropriation. Ref No ICPC/ITT/CAP/01/23 of Budget Code 0341001001

2.0 SCOPE OF WORK

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

A. WORKS

Lot 1 - Maintenance Work at the Headquarters, Main Building. The work entails the following:

i. Supply and Installation of Elevator, accessories, and associated Civil Works.

ii. Office Maintenance

iii. Roof Felting

Lot 2 - External Works that entail the following:

i. Civil Works

ii. Construction of Fence Wall and other associated Work

iii. Electrical Work

iv. Construction of Fellowship Centre

B. GOODS

Lot 3 - Purchase of Office Furniture

Lot 4 - Supply and Installation of Photocopiers

Lot 5 - Computer Software and Hardware Acquisition

Lot 6 - Purchase of Office Equipment & Document Scanners

Lot 7 - Procurement of Computer Forensic Infrastructure & Digital Security

Lot 8 - Procurement of Health/ Medical Equipment

3.0 ELIGIBILITY REQUIREMENTS

Interested, experienced, and Competent Contractors should submit the following eligibility documents representing the minimum qualification required of the bidders.

i. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC), including Form CAC2 and CAC7.

ii. Tax Clearance Certificate (TCC) for the last three (3) years (2019, 2020 & 2022) valid till December 31st 2023.

iii. Evidence of Pension Clearance Certificate valid till 31st December 2023 (This requirement is only applicable to bidders whose number of staff is 15 and above)

iv. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December 2023 (This requirement is only applicable to bidders whose number of staff is 5 and above or bidders with annual turnover of N50m and above)

v. Evidence of current Nigerian Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31/12/2023.

vi. Evidence of Registration on the National Database of Federal Contractors, Consultants, and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2023 or valid Certificate issued by BPP.

vii. Sworn Affidavit:

- disclosing whether or not any Officer of the relevant committees of the Independent Corrupt Practices and Other Related Offences Commission or the Bureau of Public Procurement is a former or present Director, Shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
- That no director 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
- That the Company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any winding up petition or proceedings.

viii. The Company's Audited Accounts Stamped and Signed by the firm for the last three (3) years (2020, 2021 & 2022).

ix. Reference letter from a reputable commercial bank in Nigeria; indicating a willingness to provide credit facility for the execution of the project when needed.

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

xi. For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs).

xii. Lots 5 & 7: Evidence of current registration/accreditation with the Computer Professionals Registration Council of Nigeria CIPN/NITDA

xiii. Verifiable evidence of at least Three (3) similar contracts executed in the last (5) Five years, with verifiable Letters of Award/Valuation Certificates

or Job Completion Certificates.

xiv. List of Plants/Equipment proposed for the project, with location address, proof of Ownership/Lease;

xv. For Joint Venture/Partnership, a Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);

xvi. All documents for submission must be transmitted with a covering/forwarding letter under the Company's Letter Head Paper bearing among others: the registration number (RC) as issued to the Company by the Corporate Affairs Commission (CAC). Contact Address, telephone numbers (preferably GSM No.) and e-mail address. The cover letter (letter Head) must bear the names and the nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorized Officer of the firm

xvii. All documents MUST be paginated, duly initialed by the authorized company's representative

xviii. All forwarding letters must be signed or might lead to automatic disqualification

xix. Bidders for Lot 8 MUST have Medical Equipment License/Certification

4.0 COLLECTION OF TENDER DOCUMENTS

Interested Companies are to collect Standard Bidding Documents with detailed specifications from the office of HOU Procurement, First Floor, Room 41, ICPC, upon presentation of evidence of payment of non-refundable Tender Fee of N10,000 only, per Lot, paid to ICPC, through the generation of a Remita Retrieval Reference (RRR) in any reputable Commercial Bank in Nigeria.

5.0 SUBMISSION OF TENDER DOCUMENTS

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

Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in a designated box at the HOU Procurement Office, First Floor Room 40, on or before 11:00 am on Thursday 4th May, 2023. Please ensure that you sign Bid Submission Register at the same office for submission as the Commission will not be held liable for wrongly submitted bids.

6.0 OPENING OF TECHNICAL BIDS

Only Technical bids will be opened immediately after the deadline for submission at 11:00 am on Thursday 4th May 2023, at the ICPC Auditorium, while the Financial Bids will be kept unopened. For more inquiries, please contact the HOU (Procurement).

7.0 PLEASE NOTE

i. Bids must be in English Language and signed by an official authorized by the bidder

ii. Late submissions will be returned unopened.

iii. Bidders should not bid for more than two (2) Lots

iv. Only pre-qualified bidders at technical evaluation will be invited at a later date for virtual financial bids opening, while the financial bids of unsuccessful bidders will be returned unopened.

v. The Commission shall verify all the claims made by the bidders, including requesting for submission of the originals of the documents for sighting, and shall disqualify any Company whose claim(s) is/are found to be false.

vi. Nothing in this advertisement shall be construed to be a commitment on the part of ICPC to undertake the project or entitle any company to make any claim (s) whatsoever in respect of any expenses incurred in preparing a tender response.

vii. ICPC is not bound to pre-qualify any unsuccessful bidder and has the right to abort the procurement process at any time without incurring liability, in accordance with Section 28 of the Public Procurement Act 2007.

Signed
Management