



**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 invite 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 consists of the following

- Book
1. Supply of A4 Paper and A5 Paper
 2. Supply of Stationeries
 3. Supply of Customized Office File Jackets and ICPC Customized Hard Cover Note Book
 4. Supply of Drugs
 5. Supply of Printer Toners
 6. Supply of Photocopier Toners
 7. Supply of Motor Vehicle Spare Parts
 8. Supply of Tyres
 9. Supply of Safety Boots
 10. Printing of Non Security Documents

3.0 REQUIREMENTS/QUALIFICATIONS

The eligibility qualifications/requirements include:

- a. Registration with the CAC. Including Memo & Article of association, Form Co2, & Co7 (Where Applicable)
- b. Tax clearance Certificate for the last three (3) yrs. To be Valid up to 31st December, 2020
- c. VAT Registration Certification and Past Remittances if any
- d. Evidence of Registration with National Pension Commission and Remittance of employees' pension, if applicable.
- e. Evidence of Payment of training Contribution to ITF, if applicable
- f. Evidence of compliance with the Employers' Compensation Act which requires that all employers of Labor must remit 1% of the total annual emoluments of their workers to the Nigerian Social Insurance Trust Fund (NSITF)
- g. Evidence of Registration with Bureau of Public Procurement (BPP) Data bank
- h. Evidence of Registration with relevant Professional Body (Where Applicable)

Interested and competent Contractors are required to collect Request for 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 supply of A4 Paper and A5 Paper item No1. “National shopping for the Supply of Stationeries” item No 2. “National shopping for the supply of Customizes Office File Jackets and ICPC Customized Hard Cover Note Books” item No.3.” National shopping for the Supply of Drugs” item No 4. “National Shopping for the Supply of Printer Toner” item No 5. “National Shopping for the Supply of Photocopier Toner” item No 6. ”National Shopping for the Supply of Motor Vehicle Spare Parts” item No 7.” National Shopping for the Supply of Tyres” item No 8. “National Shopping for the Supply of Safety Boots” item No 9. “National Shopping for the Printing of Non Security Documents” item No 10. it must be submitted on or before **2:30 pm Tuesday, 20thApril, 2021**, at the following address: **Procurement Unit, GF Room 15.**

Please Note: Lot 5 and Lot 6 is restricted only to HP International accredited dealers who shall attach evidence of their authorization to deal on HP products by HP international while Lot 8 will be dully inspected and certified by Standard Organization of Nigeria before payments are processed.

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

N.B. Compliance to 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 would not be considered for contract. Further clarification can be sought before **2.30pm, Tuesday 20th April, 2021 Room 15 Ground Floor**, Independent Corrupt Practices and Other Related Offences Commission (ICPC) or directed to the following Address:

The Secretary,
ICPC
Plot 802, Constitution Avenue, Central Business Area, Abuja
Attn: HOU, Procurement
Tel : 08136060279
Yours truly

For: Secretary to the Commission

