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

**REQUEST FOR QUOTATIONS**

1. ***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. Printing of ICPC Newsletter
2. Printing of Annual Report

 **3.0** ***REQUIREMENTS/QUALIFICATION***

The eligibility qualifications/requirements include:

* 1. Registration with the (**CAC)**, Including Memo/Article of association
	2. Tax Clearance Certificate **(TCC**) for the last three (3) yrs. To be Valid up to 31st December, 2024
	3. Evidence of Registration with National Pension Commission and Remittance of employees’ pension.
	4. Evidence of Payment of training Contribution to (**ITF)**
	5. Evidence of compliance with the Employers’ Compensation Act which requires that all Employers of Labour must remit 1% of the total annual emoluments of their workers to the Nigerian Social Insurance Trust Fund **(NSITF)**
	6. Evidence of Registration with Bureau of Public Procurement **(BPP).**

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 LOT 1- “**National Shopping for the Printing of ICPC Newsletter**. LOT 2- “**National Shopping for Printing of Annual Report’’.** it must be submitted on or before ***12 pm Wednesday October, 2024***, 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 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:

1. 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
2. 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, Wednesday October, 2024 at 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 District, Abuja

Attn: HOU, Procurement

Tel: 08023177773

Yours truly

For: Chairman of the Commission

16/10/2024