

FEDERAL REPUBLIC OF NIGERIA

NATIONAL COMMISSION FOR PERSONS WITH DISABILITIES

**NO. 79 RALPH SHODEINDE STREET, PLATEAU STATE HOUSE, CENTRAL BUSINESS
DISTRICT, ABUJA, NIGERIA**

**INVITATION TO TENDER/EXPRESSION OF INTEREST (EOI) FOR GOODS WORKS AND
SERVICES FOR EXECUTION OF 2024 APPROPRIATION**

1. INTRODUCTION

The federal government of Nigeria has appropriated funds to the National Commission for Persons with Disabilities (NCPWD), a parastatal of the Federal Ministry of Humanitarian Affairs, Disaster Management and Social Development in 2024 fiscal year for the procurement of goods, works and services for the execution of policies and projects towards achieving the mandate of the commission. In compliance with the provision of the Public Procurement Act, 2007 and other exact guidelines for the award of contracts in the federal public service, the commission hereby invites experienced and competent contractors/suppliers/ service providers/ consultants to submit bids/expressions of interest (EOI) for the following projects:

2. SCOPE OF WORK/ASSIGNMENTS

Details of the scope of work/specifications and terms of reference are contained in the bid document. The projects are grouped into categories A to D. The projects are listed as contained in categories in the table below:

LOT A: GOODS

LOT NO	DESCRIPTION
Lot A1	Purchase of assistive device for the deaf
Lot A2	Purchase of assistive device for the blind
Lot A3	Purchase of assistive device for persons with physical disabilities
Lot A4	Purchase of assistive device for persons with albinism
Lot A5	Purchase of assistive device for the amputees
Lot A6	Purchase of special educational learning materials
Lot A7	Supply of agricultural equipment items
Lot A8	Purchase of solar power, installation tools
Lot A9	Procurement of POS machines and training

Lot A10	Purchase of operational and project vehicles
Lot A11	Supply of anti-malaria drugs for Oshodi/Isolo federal constituency 1, Lagos state
Lot A12	Purchase of office furniture and appliance

LOT B: WORKS

LOT NO	DESCRIPTION
Lot B1	Construction/renovation of North Central Zonal office
Lot B2	Construction/renovation of southeast zonal office
Lot B3	Construction/renovation of southwest zonal office
Lot B4	Upgrade of skills acquisition Centre at Karonmajigi, Abuja
Lot B5	Construction and equipping of primary healthcare centre Bokkos LGA, Mangu/Bokkos Federal
Lot B6	Provision of five (5) units of 3-bedroom bungalow for indigent persons in Imo West senatorial d

LOT C: CONSULTANCY

LOT NO	DESCRIPTION
Lot C1	Consultancy of data collection exercise
Lot C2	Online job applicants with disabilities and employers of labour meeting place (P
Lot C3	Training of PWDs on agricultural skills
Lot C4	Training of empowerment of PWDs on digital skills
Lot C5	Training of justice actors on accessibility/discrimination across the 36 states and
Lot C6	Capacity building for security personnel and task force on accessibility and disc
Lot C7	Medical outreach & provision of medications and basic financial assistance to p federal constituency. Owan West LGA edo state
Lot C8	Medical outreach & provision of medications and basic financial assistance to p federal constituency. Owan West LGA edo state
Lot C9	Eye screening and supply of medical glasses in Oshodi/Isolo 1 federal constitue
Lot C10	Entrepreneurship and skills acquisition training in Surulere federal constituency

Lot C11	Training and accessibility audit firms and personnel
Lot C12	Development of assistive technology system

LOT D: NON-CONSULTANCY

LOT NO	DESCRIPTION
Lot D1	Non-consultancy for strategic communications on implementation of the disability
Lot D2	Non-consultancy for the implementation of African disability summit
Lot D3	Vocational training and empowerment of people with disability across Katsina Ce

3. ELIGIBILITY REQUIREMENTS

Interested and competent contractors/suppliers and service providers/consultants wishing to carry out any of the projects listed above are required to submit the following documents. Failure to fulfil any of the under-listed requirements will be render a bid, disqualified.

- a. Evidence of certificate of Incorporation with the Corporate Affairs Commission (CAC) including Form CAC2 and CAC7 (or CAC1.1). business name with form BN1 is also acceptable for consultancy services;
- b. Evidence of Company's Income Tax Clearance Certificate(or personal income tax clearance certificates of all the partners in case of business name) for the Last three (3) years valid till 31st December, 2024;
- c. Evidence of pension Clearance Certificate valid till 31st December, 2024 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate Valid till 31st December, 2024 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- e. Evidence of Nigerian Social Insurance Trust Fund (NSITF) Clearance Certificate Valid till 31st December 2024;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2024 or valid Certificate issued by BPP;
- g. Sworn Affidavit: Disclosing whether or not any officer of the relevant committees of the National Commission for Persons with Disabilities 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;
- h. Company's audited accounts for the last three (3) years- 2021, 2022 & 2023;
- i. Reference letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- j. Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years including letters of awards, valuation certificates, job completion certificates and photographs of the projects;
- k. Company's profile with the Curriculum Vitae of key Staff to be deployed for the project, including copies of their Academic/Professional Qualification such as ARCON, COREN, QSRBN, SURCON etc.;
- l. Works: List of plants/equipment with proof of ownership/lease agreement;

- m. Only companies included in the Nigerian Automotive Design and Development Council's approved lists of local manufacturers of vehicles or their authorized representatives should bid for vehicles
- n. For supply of equipment: letter of authorization as representatives of the original equipment manufacturers (OEMs);
- o. Category C: evidence of firm's current registration with relevant regulatory professional body(ies) such as NITDA, CPN, CMD, MDCN etc.;
- p. For joint Venture/ Partnership, Memorandum of Understanding (MoU) indicating lead Partner 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)

Note: All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Headed Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM NO.) and e-mail address. The Letterhead Paper must bear the names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorized officer of the firm.

4. COLLECTION OF TENDER DOCUMENTS (GOODS & WORKS)

Interested companies are to collect the standard bidding document (SBD) from the office of head procurement, room 308, 3rd floor, at the commission's office (as above) on evidence of payment of a non-refundable tender fee of N10,000.00 per lot, paid into the national commission for persons with disabilities Remita account in any commercial bank in Nigeria.

5. SUBMISSION OF TENDER DOCUMENTS (GOODS & WORKS)

Prospective bidders are to submit a bid for each of the lot desired, two (2) hard copies each of the technical and financial bids and its soft copies neatly packaged separately in sealed envelopes and clearly marked as "technical bid" or "financial bid". Thereafter, put the two (2) sealed envelopes together in a bigger sealed envelope addressed to: head, procurement, National Commission for Persons with Disabilities (NCPWD) no. 79 Ralph Shodeinde Street, Plateau State House, Central Business District, Abuja, Nigeria. 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 the designated tender box at the head of procurement office, room 308 3rd floor not later than **12:00 noon Monday, 2nd of December 2024.**

Please ensure that you sign the bid submission register in the head of procurement's office, room 308, 3rd floor as the National Commission for persons with Disabilities (NCPWD) will not be held liable for any misplaced or wrongly submitted bids.

6. SUBMISSION OF EOI

Interested firms in services are to submit the expression of interest (EOI) for each of the lot desired in three (3) hard copies each (one original & two (2) copies). The EOI should be addressed as indicated above and submitted no later than 12:00 noon, Monday, 11th November 2024.

7. OPENING OF EOI & TECHNICAL BIDS

The EOIs and the technical bids will be opened immediately after the deadlines for submission at 12:00 noon, Monday, 11th November 2024 and 12:00 noon, Monday, 2nd December 2024 respectively at the executive secretary's conference room on the 4th floor at the same address in the presence of bidders or their representatives, while the financial bids will be kept un-opened. For further enquiries, please contact the procurement department in rooms 306-308, 3rd floor, National Commission for Persons with Disabilities, Abuja

8. GENERAL INFORMATION

- a. EOI/Bids must be in English Language and signed by an official authorized by the bidder;
- b. EOI/Bids submitted after the deadline for submission would be returned un-opened;
- c. All costs will be borne by the bidders
- d. No bidder will be awarded for more than two (2) lots;
- e. the EOIs/technical bids will be opened in the presence of bidders or their representatives, CSOs in the areas of anti-corruption and transparency and private Professional bodies;
- f. Goods, works and non-consultancy services: only pre-qualified bidders at technical evaluation will be invited at a later date for financial bid opening, while the financial bid of unsuccessful bidders will be returned un-opened;
- g. consultancy services: only shortlisted firms at EOIs evaluation will be invited at a later date for collection of requests for proposal (RFPs);
- h. The National Commission for Persons with Disabilities is not bound to pre-qualify/shortlist any applicant and reserves the right to annul the procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act, 2007.

For further enquiries, please contact procurement unit between 9:00 am to 3:30 pm (Monday to Friday) at this address;

Head, procurement,
National Commission for persons with disabilities
No. 79 Ralph Shodeinde street, CBD, Abuja.

Signed:

Executive secretary/chief executive officer
National Commission for persons with disabilities