

**FEDERAL REPUBLIC OF NIGERIA**  
**FEDERAL MINISTRY OF COMMUNICATIONS AND DIGITAL ECONOMY**  
**NIGERIAN POSTAL SERVICE (NIPOST)**  
**GARKI II, ABUJA**

PREQUALIFICATION AND EXPRESSION OF INTEREST

The Nigerian Postal Service (NIPOST), Garki II, Abuja wishes to undertake the Procurement of Works, Goods and Services in the implementation of its year 2020 Budget In compliance with the Public Procurement Act, 2007, NIPOST invites interested, competent and reputable Contractors, Consultants and Service Providers with relevant experience and good track records to participate in the prequalification/Expression of Interest of the Organization.

**2.0 SCOPE OF WORK:-**

The general scope of the Projects/Programmes is as follows:-

**2.1 CATEGORY A – WORKS**

LOT	PROJECT TITLE	
LOT NO	CATEGORY A (WORKS)	LOCATION
Lot 1	DESIGN AND CONSTRUCTION, REMODELLING, RENOVATION, PARTITIONING, TILING, PAINTING, PLUMBING WORKS, ELECTRICAL WORKS AND REHABILITATION OF POST OFFICE BUILDINGS	VARIOUS
Lot 2	REPAIR OF ROOF LEAKAGES, ROOF RECONSTRUCTION AND MAINTENANCE OF BUILDINGS	VARIOUS
Lot 3	PROVISION OF LAND CABLING , ELECTRICAL INSTALLATIONS	VARIOUS
Lot 4	SUPPLY AND INSTALLATION OF SOLAR POWER	VARIOUS
Lot 5	MAINTENANCE OF SECURITY SURVEILLANCE EQUIPMENT, SECURITY AND SAFETY EQUIPMENT, ACCESS CONTROL, FIRESMOKE DETECTOR AND FIRE EXTINGUISHER	VARIOUS
Lot 6	SUPPLY AND INSTALLATION OF TRANSFORMERS AND POWER INVERTERS MAINTENANCE OF PLANT, FURNITURE AND EQUIPMNETS	VARIOUS
Lot 7	FENCING, FENCE RECONSTRUCTION, CONSTRUCTION OF RETAINING WALLS AND RAMPS AND FLOOD CONTROL AT POST OFFICES PREMISES	VARIOUS
Lot 8	CONSTRUCTION OF BORE HOLE, DRAINAGE AT POST OFFICE PREMISES	VARIOUS
Lot 9	COMPLETION OF ABANDONED POST OFFICES	VARIOUS
Lot 10	REDEVELOPMENT OF EXISTING VIABLE POST OFFICES PREMISES/BUILDINGS	VARIOUS
Lot 11	MAINTENANCE OF VEHICLES OFFICE EQUIPMENT COMPUTERS ETC	VARIOUS
Lot 12	LAND SURVEYING,REGISTRATION/DOCUMENT ETC	VARIOUS

**2.2 CATEGORY B - GOODS**

LOT NO	CATEGORY B (GOODS)	LOCATION
Lot 13	PROCUREMENT OF OPERATIONAL AND UTILITY VEHICLES, MOTORCYCLES TRICYCLES AND THEIR SPARE, PARTS	VARIOUS
Lot 14	PROCUREMENT OF TYRES, TUBES, BATTERIES ETC	VARIOUS
Lot 15	PROCUREMENT OF AIR-CONDITIONERS, REFRIGERATORS,	

	PHOTOCOPIERS, FILLING CABINETS, FIRE PROOF SAFES, DIGITAL WEIGHING SCALES, AND OTHER ACCESSORIES	VARIOUS
Lot 16	PROCUREMENT OF COMPUTERS, COMPUTER ACCESSORIES, SERVERS, TABLETS, UPS, ETC	
Lot 17	PROCUREMENT OF GENERATOR PLANTS, WORKSHOP PLANTS AND MACHINERIES, MACHINE AND GENERATOR SPARE PARTS, TRANSFORMERS, POWER INVERTERS	VARIOUS
Lot 18	PROCUREMENT OF OFFICE FURNITURE AND FITTINGS	VARIOUS
Lot 19	PROCUREMENT OF GENERAL POSTAL EQUIPMENTS SMALL TOOLS ETC	
Lot 20	PRINTING OF POSTAL BOOKS, FORMS AND RECEIPTS	VARIOUS
Lot 21	PROCUREMENT OF MAIL BAGS, POSTMEN POUCHES ETC	VARIOUS
Lot 22	PROCUREMENT OF STATIONERIES AND OFFICE MATERIALS GENERALLY	VARIOUS
Lot 23	PROCUREMENT OF MEDICAL SUPPLIES	VARIOUS
Lot 24	MAINTENANCE AND INSTALLATIONOS SECURITY SURVEILALLANCE EQUIPMENT ETC	VARIOUS

### 2.3 CATEGORY C (SERVICES)

LOT NO	CATEGORY C (CONSULTANCY SERVICES)	LOCATION
Lot 25	ENGAGEMENT OF EXTERNAL AUDITORS	ABUJA
Lot 26	ENGAGEMENT OF EXTERNAL SOLICITORS	ABUJA
Lot 27	PROCUREMENT OF INFORMATION COMMUNICATION TECHNOLOGY LICENSES FROM GENUINE SERVICE PROVIDER	ABUJA
Lot 28	ENGAGEMENT FOR THE DEVELOPMENT AND DEPLOYMENT OF SOLUTIONS, SOFTWARES, APPLICATIONS AND PROGRAMMERS	ABUJA
Lot 29	ENGAGEMENT FOR THE PROVISION OF INTERNET ACCESS AND BANDWIDTH	VARIOUS
Lot 30	ARCHITECTURE ENGINEERING AND QUANTITY SURVEYING CONSULTING SERVICES	VARIOUS
Lot 31	ENGAGEMENT OF POSTCODE CONSULTANTS	ABUJA
Lot 32	MAIL CONVEYANCES SERVICES	Various
Lot 33	ASSET VALUATION FACILITY MANAGEMENT ETC	ABUJA

### 3.0 ELIGIBILITY CRITERIA:

- a. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7; Failure to attach forms CAC2 and CAC7 shall lead to disqualification. Business Name is acceptable for Category C;
- b. Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all Partners in case of Business Name) for the last three (3) years (2017 2018 2019) valid till 31<sup>st</sup> December 2020;
- c. Evidence of current Pension Compliance Certificate valid till 31<sup>st</sup> December 2020
- d. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December 2020;
- e. Evidence of current Nigerian Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December 2020;
- 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<sup>st</sup>December 2020 or valid Certificate issued by BPP;
- g. Sworn affidavit disclosing whether or not any officer of relevant committees of the Nigerian Postal Service or 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 – (2017, 2018, 2019);
  - i. Evidence of financial capability to execute the project by submission of Reference Letter from a reputable Commercial Bank in Nigeria; indicating willingness to provide credit facility for the execution of the project when needed;
  - j. Company Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, CORBON etc.;
  - k. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Award, Valuation Certificates, Job Completion Certificates and photographs of the projects;
  - l. List of Plants/Equipment with proof of Ownership/Lease (where applicable);
  - m. Category C: Evidence of Firm's current registration with relevant professional bodies such as NITDA, CPN, ICAN, NBA etc.;
  - n. For External Audit: Evidence of current registration with Financial Reporting Council of Nigeria;
  - o. Only companies included in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles or their authorised representatives should bid for the vehicles;
  - p. For Supply of Equipment: Letter of Authorization as representative of the Original Equipment Manufacturers (OEMs)
  - q. For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV Partner);
  - r. All documents for submission must be transmitted with a Covering/Forwarding Letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Numbers (preferably GSM No.), and e-mail address. The Letter Head 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. Failure to provide any of these information may lead to disqualification.

#### **SUBMISSION OF BID DOCUMENTS:**

- 4.1 Prospective bidders are to submit pre-qualification documents for each of the Lot desired; two (2) hard copies each of the Technical bids packaged in sealed envelopes and clearly marked as "Technical Bid", and addressed to the General Manager (Procurement), Nigerian Postal Service Corporate Headquarters, Garki II, Abuja and clearly marked (with the Lot number).
- 4.2 Furthermore, the reverse of each sealed envelope should have the same name and address of the bidder and drop in the designated Tender Box (at NIPOSTHqts, Garki II, Abuja) not later than **12:00 noon on Monday, 12<sup>th</sup>October, 2020.**

#### **5.0 OPENING OF TECHNICAL BIDS**

- 5.1 Only the technical bids will be opened immediately after the deadline for the submission at **12:00 noon on Monday, 12<sup>th</sup>October, 2020** in the Nigerian Postal Service Corporate Headquarters, Garki II, Abuja. Bids opening will be concluded online in accordance with Covid19 guidelines on public gathering. The link to view the opening will be available in NIPOST notice boards and to interested bidders on request. Invited Non-Governmental Organisation and Professional body will be physically present at the opening ceremony, but the rule of social distancing will be observed.
- 5.2 Please ensure that you sign the Bid Submission Register in the office of The General Manager (Procurement) in Room 222 as NIPOST will not be held liable for misplaced or

wrongly submitted bids. For further enquiries, please contact the General Manager (Procurement).

## 6.0 GENERAL INFORMATION

- 6.1 Bids must be in English Language and signed by an official authorised by the bidders;
- 6.2 Bids submitted after the deadline for submission would be returned un-opened;
- 6.3 Failure to provide evidences of any of these requirements shall lead to disqualification;
- 6.4 All costs will be borne by the bidders;
- 6.5 Bidders can submit through Post (Courier Services);
- 6.6 Only pre-qualified bidders at technical evaluation will be contacted at a later date for collection of tender documents.
- 6.7 The Nigerian Postal Service is not bound to pre-qualify/shortlist any bidder 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.

**Signed**  
**Postmaster General/CEO,**  
**Nigerian Postal Service (NIPOST)**