



INDUSTRIAL TRAINING FUND

INVITATION FOR PRE-QUALIFICATION TO TENDER FOR CONTRACTS OF WORKS, GOODS AND SERVICES FOR 2018 BUDGET IMPLEMENTATION

1.0 INTRODUCTION

The Industrial Training Fund (ITF), a Parastatal of the Federal Ministry of Industry, Trade and Investment with network of Offices across the nation wishes to solicit for applications from interested Suppliers/Contractors/Service Providers with cognate experience in areas listed under 2.0 below wishing to do business with the Fund to pre-qualify their company to enable them participate in Financial bidding for contracts of Works, Goods and Services for 2018 Budget implementation.

2.0 AREAS FOR PRE-QUALIFICATION

Interested Suppliers, Contractors and Service Providers are expected to submit application separately in not more than two (2) specialized areas.

A. WORKS

1. Construction (Building/Landscaping)
2. Renovation of Existing Structures

B. GOODS

3. Supply of Computer Hardware, Accessories, Spare Parts and other ICT related Equipment
4. Supply of Furniture and Fittings
5. Supply of Training Programme Equipment
6. Supply of Workshop Tools and Equipment for Industrial Skills Training Centres
7. Supply of Locally Manufactured/Assembled Vehicles by Nigeria Bona-fide Automotive Manufacturers/Assemblers registered with BPP.

C. SERVICES

8. Events Management Services
9. ICT Services (Software Development, Supply of Internet Bandwidth, Upgrade/Installation of LAN/Internet Facilities)
10. Consultancy (Media, Training, etc.)
11. Catering Services

D. GENERAL SUPPLIES

12. Supply of Stationery Materials, Corporate Gift Items, Motor Spare Parts, Cleaning and Maintenance Materials, etc.
13. Maintenance of Project/Utility Vehicles, Office/Residential Quarters, Office/Training Programme Equipment Maintenance, etc.
14. Printing and Publication.

3.0 PRE-QUALIFICATION REQUIREMENTS

In addition to 2.0 above, Contractors/Suppliers/Service Providers are required to submit their applications along with the following documents:

- a) Certificate of Incorporation/Registration with Corporate Affairs Commission (CAC).
- b) Memorandum and Article of Association for Limited Liability Companies.
- c) Tax Clearance Certificate for three (3) years (2015 – 2017).
- d) Company Profile which should include (i) Names of current Directors as registered with CAC (ii) Names, Qualification and Experience of key Personnel and (iii) List of verifiable Projects successfully executed in the relevant area applied for pre-qualification for the immediate past three years (2015 – 2017).
- e) Certificate of compliance with Pension Reforms Act, 2014 as amended, issued by the Pensions Commission (2015 - 2017)
- f) Certificate of compliance with Section 6 (1) – (3) of the Industrial Training Fund Amendment Act, 2011, issued by the ITF (2017)
- g) Evidence of enlistment on the National Database of the Bureau of Public Procurement (BPP)
- h) “Certificate of Practice” from relevant Professional Body and evidence of up-to-date payment of Dues for Companies applying under Consultancy.
- i) Bank Statement for the past twelve (12) months from the date of the publication and evidence of commitment from the Bank.
- j) Company’s letter-head must bear the Registration Number (RC) as issued by Corporate Affairs Commission. The letter-head must also have contact telephone numbers, valid e-mail address and official company address as well as the names and nationalities of the Directors of the Company at the bottom of page.
- k) A sworn affidavit indicating that:
 - None of the Directors of the Company has been convicted in any Court of law for criminal offence involving fraud and financial impropriety.
 - No Officer of the Industrial Training Fund is a former or present Director, Shareholder or has any pecuniary interest in the company.
 - The Company is not in receivership, insolvent or bankrupt.

4.0 SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

Documents for Pre-qualification shall be submitted in sealed envelope, addressed to the Director-General/Chief Executive, Industrial Training Fund, Jos and marked boldly at the right hand corner “2018 PRE-QUALIFICATION DOCUMENT” and dropped in the Tenders Box at the Headquarters Complex Building Reception, Jos on or before 12:00 noon of **Thursday, 5th July, 2018.**

5.0 OPENING OF PRE-QUALIFICATION DOCUMENTS

Pre-qualification documents shall be publicly opened immediately after the close of Submission of Pre-qualification Documents on the same day, **Thursday, 5th July, 2018.** Representatives of respondent Companies are by this Advertisement, invited to witness the Bid opening session which shall hold at the ITF Headquarters Annex Building Hall.

6.0 NOTE:

- 1) Late submission of Pre-qualification Documents shall be rejected.
- 2) Pre-qualification Documents not submitted in accordance with this Advertisement shall be rejected.
- 3) Respondents are to note that all documents submitted are subject to verification from the relevant authorities.
- 4) Applications must state clearly the single area of which the Company seeks to Pre-qualify.

- 5) This invitation for Pre-qualification shall not be construed to be commitment on the part of the Fund for contract award, nor shall it entitle the Applicant to make any claims whatever and seek indemnity from the Fund by virtue of having responded to this advertisement.
- 6) This Advertisement can also be accessed on the ITF Website: www.itf.gov.ng.

Signed
Director, Procurement Department
For: Director-General/Chief Executive

