

**INDUSTRIAL TRAINING FUND  
HEADQUARTERS  
P. M. B. 2199, JOS  
2021 INVITATION FOR FINANCIAL TENDER**

**1. INTRODUCTION**

The Industrial Training Fund (ITF), is a Parastatal of the Federal Ministry of Industry, Trade and Investment, with mandate of Manpower Training and Development in the Public and Private sectors of the economy, with a view to providing a pool of indigenous trained manpower to meet the needs of the Nigerian economy and regulating training standards.

The ITF in furtherance to the advertisements placed in the “Leadership”, “Nigerian Tribune” Newspapers of Monday 15<sup>th</sup> March, 2021 and the Federal Tenders Journal of Monday March 15<sup>th</sup> –Sunday 28<sup>th</sup> March, 2021, the outcome of which has been pasted on the Fund’s website [www.itf.gov.ng](http://www.itf.gov.ng) hereby invites prequalified Contractors/Suppliers under the scope of Works/Supply below to obtain financial documents on the Lots declared. The scope of Works/Supply earlier advertised have been scaled down for implementation and also Lots 9-15 stepped down, due to budgetary constraints occasioned by the effect of Covid-19 Pandemic.

The ITF intends to finance the projects from its Internally Generated Revenue (IGR).

**2. SCOPE OF WORKS/SUPPLY**

<b>LOT NO</b>	<b>CLASSIFICATION OF PROJECTS</b>	<b>TENDER FEE</b>
1	Minor Constructions	₦10,000.00
2	Renovation of existing structures	₦10,000.00
3	Supply of Computer Hardware and Accessories.	₦10,000.00
4	Supply of Office Furniture & Fittings.	₦10,000.00
5	Supply of Training Programme Equipment	₦10,000.00
6	Supply of Workshop Tools & Equipment	₦10,000.00
7	Supply of Office Machine & Equipment	₦10,000.00
8	Supply of Locally Manufactured/Assembled Vehicles.	₦10,000.00

**3. COLLECTION OF TENDER DOCUMENTS**

Prospective bidders are to make payment of non-refundable Tender Fee to the ITF’s TSA and must show evidence of payment before collection of the Bid Document. Bid Documents are to be collected at the Procurement Department, ITF Headquarters Building Complex, Miango Road, Jos, Plateau State.

**4. SUBMISSION OF TENDER DOCUMENT**

Prospective bidders are to submit bid for desired Lot(s), packaged in a sealed envelope and clearly marked “Financial Bid” addressed to the Director-General/Chief Executive, Industrial Training Fund, Headquarters, Miango Road, Jos, Plateau State and clearly marked with the name of the Project and Lot Number. Furthermore, the reverse of the sealed envelope should bear the name and address of the bidder and dropped in the designated Tender Box at the Main Reception of ITF Headquarters Complex Building not later than **12:00 noon on Tuesday, 28<sup>th</sup> September, 2021.**

**5. OPENING OF FINANCIAL BIDS**

Financial Bids will be opened immediately after the deadline of submission at **12:00 noon on Tuesday, 28<sup>th</sup> September, 2021** in the New ICT Building of ITF Headquarters Complex.

**6. GENERAL INFORMATION**

- a) Bids must be in English language and signed by an official authorised by the bidder.
- b) Bids submitted after the deadline for Submission would be returned un-opened.
- c) All cost incurred in the cause of this bid will be borne by the bidders.
- d) Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording (link will be sent to bidders) with the presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency;
- e) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services).
- f) Successful bidders will be contacted at a later date
- g) The Industrial Training Fund is not bound to award contract to 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***

Director-General/Chief Executive  
Industrial Training Fund