



INDUSTRIAL TRAINING FUND
Miango Road, Jos Plateau State

**INVITATION FOR PRE-QUALIFICATION FOR CONTRACTS OF WORKS, GOODS
AND SERVICES FOR 2021 BUDGET IMPLEMENTATION**

1.1 INTRODUCTION

- 1.2 The Industrial Training Fund (ITF), is a Parastatal of the Federal Ministry of Industry, Trade and Investment with the mandate of manpower training and development in the public and private sector 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 wishes to solicit for applications from experienced and competent Suppliers/Contractors/Service Providers with cognate experience in Lots listed under 2.0 below wishing to do business with the Fund to pre-qualify their company to enable them participate in Financial bid for contracts of Works, Goods and Services for 2021 Budget implementation.

2.0 SCOPE OF WORKS/SUPPLY

- 2.1 Interested Suppliers, Contractors and Service Providers are expected to submit application separately in not more than two (2) Lots as follows:

- Lot 1.** Construction (Building/Landscaping)
- Lot 2.** Renovation of Existing Structures
- Lot 3.** Supply of Computer Hardware & Accessories
- Lot 4.** Supply of Furniture and Fittings
- Lot 5.** Supply of Training Programme Equipment
- Lot 6.** Supply of Workshop Tools & Equipment
- Lot 7.** Supply of Office Machine & Equipment
- Lot 8.** Supply of Locally Manufactured/Assembled Vehicles.
- Lot 9.** Events Management Services
- Lot 10.** Media Services
- Lot 11.** Training Services
- Lot 12.** Catering Services
- Lot 13.** Supply of Stationery Materials
- Lot 14.** Corporate Gifts items
- Lot 15.** Printing and Publication

3.0 ELIGIBILITY REQUIREMENTS

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC 1.1 or CAC2 and CAC7;
- b. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2021.
- c. Evidence of current Pension Clearance Certificate valid till 31st December, 2021.
- d. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2021
- e. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2021.
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2021 or valid Certificate issued by BPP.

- g. Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Industrial Training Fund 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 - 2018, 2019 and 2020.
- 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's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications for *construction and Renovation: 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 Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- l. List of Plants/Equipment with proof of Ownership/Lease (where applicable);
- m. 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 Lot 8;
- n. For Supply of Equipment: Letter of Authorization from the Original Equipment Manufacturers;
- o. For IT Jobs: Evidence of Registration/Accreditation by Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);
- p. 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);
- q. 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 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 authorised officer of the firm.

4. **SUBMISSION OF DOCUMENTS**

Prospective bidders are to submit pre-qualification documents for each of the Lot desired; hard copy of the technical bid packaged in sealed envelope and clearly marked as "Technical Bid"; and addressed to The Director-General/Chief Executive, Industrial Training Fund and clearly marked with *the name of the project and the Lot number*. Furthermore, the reverse of the sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at the Headquarters Complex Building Reception not later than **12:00 noon on Tuesday, 13th April, 2021**.

5. **OPENING OF PRE-QUALIFICATION DOCUMENTS**

The technical bids will be opened immediately after the deadline for submission at **12:00 noon on Tuesday, 13th April, 2021**, in the ITF Headquarters Annex Building. For further enquiries, please contact the Director, Procurement Department on e-mail: procurement@itf.gov.ng

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. Bidders should not bid for more than two (2) Lots. Companies that violates this will be automatically disqualified
- d. All costs will be borne by the bidders;
- e. 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 with the presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency;
- f. Bidders can submit through Post (Courier Services)
- g. Only pre-qualified bidders will be contacted at a later date for collection of tender documents;
- h. The ITF is not bound to pre-qualify 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**