



**NIGERIAN  
INVESTMENT  
PROMOTION  
COMMISSION**

**NIGERIAN INVESTMENT PROMOTION COMMISSION**  
Plot 1181 Aguiyi Ironsi Street, Maitama District, Abuja

## **INVITATION TO TENDERS**

**22/12/2022**

### **1.0 INTRODUCTION**

The Nigerian Investment Promotion Commission (NIPC) is a Government Agency with the mandate to encourage, promote and coordinate investments into the Nigerian economy.

1.2 In compliance with the provisions of the Public Procurement Act 2007, NIPC hereby invites interested, competent, reputable, suppliers, contractors and consultants with relevant experience to submit bids for the following lots:

### **2.0 SCOPE: SUPPLIES/GOODS**

<b>LOT NO</b>	<b>PROJECT TITLE</b>
1	OFFICE STATIONERY.
2	SUPPLY OF TONERS
3	SUPPLY OF VEHICLE TYRES
4	PRINTING OF NON-SECURITY DOCUMENT
5	MAINTENANCE OF ELECTRICAL WORKS
6	MAINTENANCE OF PLUMBING WORKS

### **3.0 ELIGIBILITY REQUIREMENTS**

Interested companies should submit bound bid documents duly signed, paginated, separated by dividers and arranged in the order outlined hereunder

- i. Evidence of company's registration with the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC 7. Business Name is also acceptable for Services;
- ii. 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 (2019, 2020 & 2021) expiring on 31st December 2022;
- iii. Evidence of Pension Clearance Certificate valid till 31st December, 2022;
- iv. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2022;
- v. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2022;
- vi. Evidence of Interim Registration Report (IRR) expiring on 31<sup>st</sup> December, 2022 or valid Certificate issued by BPP;
- vii. Sworn affidavit:
  - disclosing whether or not any officer of the relevant Committees of the procurement entity or Bureau is a former or present director, shareholder or has any pecuniary interest in the bidder and confirm that all information presented in its bid are true and correct in all particulars;
  - no director of the Company has been convicted in any country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;
  - that the Company is not bankrupt, in receivership, or under liquidation or involved in any litigation which can potentially affect the company's ability to discharge their responsibility if engaged;

- viii. Firm/Company's profile with curriculum vitae of key staff to be deployed for the project, including copies of their academic/professional qualifications;
- ix. Verifiable documentary evidence of at least two (2) similar jobs executed.

#### **4.0 SUBMISSION OF BIDS**

Prospective bidders for all categories are to submit two (2) hard copies each of their technical and financial bids in sealed envelopes and clearly marked "TECHNICAL BID" or "FINANCIAL BID". Thereafter put the two sealed envelopes together in a bigger sealed envelope indicating what they are bidding for and addressed to;

**Executive Secretary/CEO  
Nigerian Investment Promotion Commission (NIPC)  
Plot 1181 Aguiyi Ironsi Street  
Maitama District,  
Abuja.**

Please indicate on the reverse side the Company's name and address. Submission should be made at the Commission's Main Reception (Ground Floor, NIPC Head Office) on or before **12:00 Noon on Wednesday, 28<sup>th</sup> December, 2022.**

Please ensure that you sign the submission register.

**6.0** Submission should be made at the Commission's Main Reception (Ground Floor, NIPC Head Office) on or before **12:00 Noon on Wednesday, 28<sup>th</sup> December, 2022.**

Please ensure that you sign the submission register.

#### **7.0 OPENING OF BIDS**

**7.1.** The Bids will be opened immediately after the deadline for submission at **12:00 Noon Wednesday, 28<sup>th</sup> December, 2022,** at NIPC's Conference Room (3<sup>rd</sup> floor Blook A).

Please ensure that you sign the opening register indicating Company Name, representative contact details (phone number and email).

NIPC will not be liable for mislabelled submissions or wrongly submitted bids.

For further enquiries please contact the Head, General Services Division by email: [wange.dia@nipc.gov.ng](mailto:wange.dia@nipc.gov.ng).

#### **8.0 GENERAL INFORMATION**

- i. Bids must be in English Language signed by an official authorised by the bidder;
- ii. Bids submitted after the deadline for submission would be returned un-opened;
- iii. Bidders should not bid for more than two (2) lots.
- iv. 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;
- v. Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- vi. Goods: Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened.
- vii. Services: Only shortlisted firms will be invited at a later date for collection of Request for Proposals;
- viii. NIPC reserves the right to reject any bid that does not conform to directives and accompanying documents.

- ix. NIPC is not bound to pre-qualify/shortlist any bidder and reserves the right to cancel the procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

**Signed**  
**Executive Secretary/CEO**  
**Nigerian Investment Promotion Commission**

**LOT 1: OFFICE STATIONERY**

<b>S/N</b>	<b>ITEM</b>	<b>SPECIFICATIONS</b>	<b>QUANTIT Y</b>	<b>UNIT PRICE</b>	<b>TOTAL COST</b>
1.	Kangaroo Giant Stapler Machine (Big)	Staple up to 140 sheets, size 520x120x291 (mm)	Pieces 15		
2.	Giant Stapler Pin Big	Kangaroo Heavy Duty Stapler Pins, Size 23/17 mm (5/8)	Set of 20 Packets		
3.	Kangaroo Stapler Machine  (small)	Stapler HP-45	60 Pieces		
4.	Staple Pin Small	Kangaroo Staple pin No.10 small 23/8 H 8mm (5/16)	Set of 100 pcs packets		
5.	Hardcover Notebook (Long)	Big 10 inches	50 Pieces		
6.	Paper Clips Pin	Paper Clips Pin square	100 packets		
7.	Extension Wire	5 Way Surge Ellington	50 Pieces		
8.	Sellotape CT- 185 (1-inch core box)	Sellotape CT-185 (1-inch core box)	10 Rolls		
9.	Table Punch	KW-Trio Heavy duty Table Punch	40 Pieces		
10.	Masking Sellotape (1 inch Core Box)	Masking Sellotape (1-inch core box)	10 Rolls		

11.	Archiver File	Alba Rado Arch Lever File	4 Cartons 50psc in carton		
12.	Sharp Calculator (Table)	Casio Ds-8900 Electronic 12-digit (Solar Battery) Calculator	20 Pieces		
13.	Hand Paper Punch	Single Hole Paper Punch Perforator Metal Hand Held Paper Green 6mm	100 Pieces		
14.	File Tag	Green office Tag	100 Packets		
15	Schneider Pen (Red Colour)	Schneider Extra Xtra 895 Made in Germany	10 Packets		
16	Schneider Pen (Blue Colour)	Schneider Extra Xtra 895 Made in Germany	7 Packets		
	Biro (Mandela Gold)	Mandela Gold	4 Cartons		
17.	Note pad	Stick on NotePad Colours 3X3	15 Packets		
18	Correction Pen	Igele correction Pen	5 Pack		
19	Flip- Chat Board		2		
20	Binding Machine		2		
21	Marker	Permeant	20 packs		
22	Highlighter		10 packs		
23	Pen Tipex		5 packs		

24	White Board	90x120	3		
25	White Board Pen		12		
	<b>TOTAL</b>				

**LOT: 2 SUPPLY OF TONERS**

<b>S/N</b>	<b>Description of Items</b>	<b>Amount</b>
1	80A (CF280A) 1 nos	
2	HP 659A W2010A, W2012, W2013A (Black, Cyan, Magenta, Yellow) 1 nos	
3	26A (CF226A) 4 nos	
4	410A (CF410A Black), 410A (CF411A Cyan), 410A (CF410A Yellow), 410A (CF410A Black), 410A (CF410A Magenta) 10 nos	
5	83 A (CF 283A) 8 nos	
6	14A (CF214A) 1 nos	

**LOT 3: SUPPLY OF VEHICLES TYRES**

<b>S/N</b>	<b>Description of Items</b>	<b>Amount</b>
1.	Lexus 570 LX- 1 Nos Dunlop x 4 (285/45 ZR21 109w)	
	<b>TOTAL</b>	

### **LOT 5: SUPPLY OF ELECTRIC MATERIALS**

<b>S/N</b>	<b>Description of Items</b>	<b>Amount</b>
1	Lightening 15 pcs	
2	4 Poles @55,000	
3	Existing Poles and maintenance	
4	Installation 15 nos	
5	Replacement of electrical parts, led light, single cables, sockets, and plugs.	
6	30 Watts led light fitting 50 pcs	
7	18 watts led light fitting 50 pcs	
8	1.5MM single red 1 pcs	
9	1.5 mm single black 1	
10	2.5MM single red 1	
11	150 watts flood light	
	TOTAL	

### **LOT6: MAINTENANCE OF PLUMBING WORKS**

<b>S/N</b>	<b>Description of Items</b>	<b>Amount</b>
1.	Replacement of 3 Nos. 5.5 PP Pumping machines	
2	Replacement of 2 Nos. 2hp Lorenzo submersible pump	

	machines	
3.	Replacement of 2 Nos. 1.5 hp Dap Pumping machines	
4	GP Tank (7,500 liters)	
5	2HP Surface Pump	
6	Standing Tap – 7	
	<b>TOTAL</b>	