

NIGERIA DEPOSIT INSURANCE CORPORATION

Plot 447 / 448 Constitution Avenue, Central Business District, Abuja

E-mail: info@ndic.org.ng Website: www.ndic.org.ng

INVITATION TO TENDER FOR PHASE ONE OF THE RENOVATION/UPGRADE OF LAVATORY FACILITIES AT THE CORPORATION'S HEAD OFFICE BUILDING, ABUJA.

The *Nigeria Deposit Insurance Corporation (NDIC)* wishes to invite competent engineering companies with good track record of performance and experience in intelligent building to bid for phase one of the renovation/upgrade of lavatory facilities at its Corporate Head Office building, Abuja.

SCOPE OF WORK

- Removal of existing wooden doors and instal scratch proof doors.
- Removal of existing wall finishes and replace with Italian tiles grouted with colored cement and sand mortal.
- Removal of existing ceiling finishes and replace with laminated ceiling boards with all accessories.
- Removal of existing mechanical installations and replace with sensor type urinals, water closets, hand driers, soap dispensers, wash basins with marble tops, mirrors and other accessories.
- Removal of existing electrical installations and install diffuser ceiling light fittings, mirror light features and accessories.
- Commissioning.

TENDER DOCUMENTS

Interested companies should obtain the tender documents from the **Administration Unit**, 2nd Floor, *NDIC* Headquarters, Plot 447/448 Constitution Avenue, Central Business District, Abuja on payment of a non refundable fee of ₦ 10,000.00(Ten Thousand Naira Only) in bank draft and made payable to Nigeria Deposit Insurance Corporation, Abuja.

CONDITIONS FOR ELIGIBILITY

All bids must be accompanied with the following:

- Evidence of Company Registration with *Corporate Affairs Commission (CAC)* in Nigeria.
- The current 3 years Tax Clearance Certificate of the Company (2008 – 2010).
- The Company's audited accounts for the last three years (2008 – 2010).
- Evidence of Financial capability or bank support to undertake the project.
- Evidence of having successfully carried out similar works within the past three years.
- Company profile indicating qualification and experience of key staff for the project.
- Evidence of VAT registration and remittance.
- Evidence of compliance with *Pension Act*; including proof of remittance to PFAs.
- Project understanding/Implementation plan.

- Sworn affidavit to indicate that the company is not in receivership and none of its directors were ever convicted of fraudulent activity.
- Evidence of post installation maintenance services.

SUBMISSION OF TENDER DOCUMENTS

Five (5) bound copies of the 'Financial' and 'Technical' tender documents must be submitted in separate sealed envelopes clearly marked "Technical Bid" and "Financial Bid" both put in a third (3rd) envelope sealed and marked "TECHNICAL AND FINANCIAL TENDER FOR PHASE ONE OF THE RENOVATION/UPGRADE OF LAVATORY FACILITIES (3RD TO 6TH FLOOR) HEAD OFFICE BUILDING, ABUJA." and addressed to:

**Director of Administration,
Nigeria Deposit Insurance Corporation (NDIC),
Plot 447/448 Constitution Avenue,
Central Business District,
Abuja, Nigeria.**

The tender is to be dropped in the tender box on the ground floor reception area at the Head Office, Abuja. Companies are expected to sign the tender register on the 2nd floor, **Admin Unit**, before dropping their tenders. Submission of tender by post or courier will not be accepted, and any tender received at the designated location after the required date and time shall be considered late and stands disqualified. The closing date for submission is **three (3) weeks** from the date of publication by **12.00** noon prompt.

OPENING OF THE TENDERS

Opening of tenders shall be at **1.00pm** on the date of closure of bid submission. Only the technical bids will be opened and all successful company shall be informed in writing. Financial bids of unsuccessful companies shall be returned unopened.

ADDITIONAL INFORMATION

- i) Failure to satisfactorily fulfill the conditions as requested above will result to invalidation of such tender.
- ii) *NDIC* shall reserve the right to verify the authenticity of claim(s) made by the tendering parties.
- iii) *NDIC* shall reserve the right to reject any submission based on unverifiable information.
- iv) *NDIC* shall not be liable for any expenses incurred by prospective bidders in preparing their tender

documents or for the inspection of the installation area.

- v) All financial bids should be quoted in Naira (₦).

SIGNED: MANAGEMENT