

**NATIONAL JUDICIAL INSTITUTE, ABUJA
REQUEST FOR QUOTATION**

1. INTRODUCTION

The National Judicial Institute is a Training Arm of the Federal Judiciary and in compliance with the Public Procurement ACT (PPA) 2007, is requesting for quotations from Vehicle Manufacturers, Vendors and Dealers to Procure Motor Vehicle

2. MANDATORY REQUIREMENTS

Prospective Manufacturer, Vendor or Dealer shall possess the following documents and without any of the under listed Requirements, the company will automatically be disqualified.

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7 (or CAC 1.1);
- b. Evidence of Company Income's Tax Clearance Certificate for the last three (3) years valid till 31st December, 2021.
- c. Evidence of current Pension Compliance 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) Compliance 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 National Judicial Institute 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, 2020;
- i. 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.

3. COLLECTION OF BID DOCUMENT

Interested Manufacturer, Vendor or Dealer are to collect the Bid Documents from the office of the Secretary, Tenders Board, National Judicial Institute, Abuja.

4. GENERAL INFORMATION

- (a) Bids must be in English Language and signed by an official authorised by the bidder;
- (b) Late submissions will be not be accepted.
- (c) All cost will be borne by the bidders.

SIGNED:
Institute Secretary,
National Judicial Institute, Abuja.