

**NATIONAL JUDICIAL INSTITUTE
MOHAMMED BELLO CENTRE, ADJACENT JABI JUNCTION FLYOVER,
UMARU MUSA YAR'ADUA EXPRESSWAY ABUJA
DATE: 8TH DECEMBER, 2023**

PUBLIC NOTICE

PUBLIC NOTICE

PUBLIC NOTICE

THE NATIONAL JUDICIAL INSTITUTE, ABUJA IS INTERESTED IN ENGAGING COMPETENT AND QUALIFIED FIRMS TO PARTICIPATE IN THE CONSULTANCY FOR THE PROCUREMENT OF FURNITURE, EQUIPMENT & FITTINGS FOR GUEST SUITES & GUEST MOTEL, THUS INVITING THE GENERAL PUBLIC TO TAKE NOTE AND INTERESTED FIRMS TO FORWARD THEIR COMPANY PROFILE/DOCUMENTS FOR PRELIMINARY EXAMINATION AND PREQUALIFICATION

1.PROJECT TITLE: Consultancy for the Procurement of Furniture, Equipment & Fittings for Guest Suites & Guest Motel (Lot 6B)

2.ELIGIBILITY REQUIREMENTS

Prospective Companies shall submit the following documents and without any of which the Company will automatically be disqualified:

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC_{1.1} or CAC₂ and CAC₇. Business Name with Form BN1 is also acceptable for Services;
- b. 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 valid till 31st December, 2023;
- c. Evidence of Pension Clearance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is ₦50m and above);
- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2023;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st December, 2023 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;
 - that no Director 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 in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;
 - that the company does not have existing loan or financial liability with a bank, other financial institution or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months;
- h. Company's Audited Accounts for the last three (3) years -2020, 2021 & 2022;
- i. 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 Certificates such as COREN, QSRBN, ARCON, CORBON etc.;

- k. Verifiable documentary evidence of at least three (3) similar jobs(in size, nature & complexity) executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- l. Evidence of Firm's current registration with the relevant regulatory professional body(ies) such as COREN, QSRBN, ARCON, CORBON etc.;
- m. For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided indicating among others the Lead Partner (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner).

Note: 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.SUBMISSION OF EXPRESSION OF INTEREST DOCUMENTS

Interested firms are to submit two (2) bound copies of the Expression of Interest (EOI) separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to **The Head of Procurement, National Judicial Institute, Mohammed Bello Centre, Adjacent Jabi Junction Flyover, Umaru Musa Yar'Adua Expressway, Abuja** and clearly marked with the Project Name & Lot Number. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated Tender Box at the office of the Head of Procurement not later than **11:00am on Friday 22nd December, 2023.**

4.OPENING OF EXPRESSION OF INTEREST

The EOIs documents will be opened immediately after the deadlines for submission at **11:00am on Friday 22nd December, 2023**, at the Studies Seminar Hall, Studies Department, National Judicial Institute, Mohammed Bello Centre, Abuja. Please ensure that you sign the EOI Submission Register in the office of the Head of Procurement, National Judicial Institute, as the Institute will not be held liable for misplaced or wrongly submitted EOIs.

5.GENERAL INFORMATION

- i. EOIs must be in English Language and signed by an official authorised by the bidder;
- ii. Late submissions will be returned un-opened.
- iii. All cost will be borne by the bidders.
- iv. The EOIs will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies; and will be covered by video recording; invitation link will be sent to bidder who chooses to join the EOIs opening online;
- v. If any information provided is found to be false at any stage of the exercise, it will lead to outright disqualification of the Firm.
- vi. This advertisement shall not be construed to be a commitment on the part of the National Judicial Institute, Abuja nor shall it entitle the submitting Company to make any claims whatsoever or seek any indemnity from the Court by virtue of such Company having responded to this advertisement.
- vii. The National Judicial Institute 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:
Secretary
National Judicial Institute