

NATIONAL JUDICIAL INSTITUTE, ABUJA
INVITATION FOR PRE-QUALIFICATION AND EXPRESSION OF INTEREST FOR
THE YEAR 2024 APPROPRIATION

1. INTRODUCTION

The National Judicial Institute is the Training Organ of the Federal Judiciary and in compliance with the Public Procurement ACT (PPA) 2007, invites Competent and Experienced Contractors to apply for the under listed projects appropriated in its 2024 Appropriation:

2. SCOPE OF WORKS, GOODS AND SERVICES

LOT NO	PROJECTS DESCRIPTION	LOCATION
	WORKS	
A1	Rehabilitation of Institute Library	NJI, Abuja
A2	Renovation and Furnishing of NJI Studies Department	NJI, Abuja
A3	Renovation and Furnishing of NJI Research Department	NJI, Abuja
A4	Renovation/Upgrading and Furnishing of Aloma Mariam Muktar Banquet Hall	NJI, Abuja
A5	Construction of Twin Lecture Theatre	NJI, Abuja
A6	Alteration, Rehabilitation and Furnishing of Guest House	NJI, Abuja
A7	Renovation of Residential Quarters	NJI, Abuja
A8	Renovation and Furnishing of Institute Secretary's Official Residence	NJI, Abuja
A9	Construction of Judges Quarters (Extension)	NJI, Abuja
A10	Construction of B.O.G Residences (Phase 2)	NJI, Abuja
A11	Construction/Rehabilitation and Upgrade of Water and Sanitation Facilities	NJI, Abuja
	GOODS	
B1	Procurement of Motor Vehicles	NJI, Abuja
B2	Procurement of Generators	NJI, Abuja
B3	Procurement of Furniture for New Administrative Building	NJI, Abuja
B4	Procurement of Furniture and Equipment for New NJI Clinic	NJI, Abuja
	SERVICES	NJI, Abuja
C1	Consultancy for the Rehabilitation of Institute Library	NJI, Abuja
C2	Consultancy for the Renovation and Furnishing of NJI Studies Department	NJI, Abuja
C3	Consultancy for the Renovation and Furnishing of NJI Research Department	NJI, Abuja
C4	Consultancy for the Renovation/Upgrading and Furnishing of Aloma Mariam Muktar Banquet Hall	NJI, Abuja
C5	Consultancy for the Construction of Twin Lecture Theatre	NJI, Abuja
C6	Consultancy for the Alteration, Rehabilitation and Furnishing of Guest House	NJI, Abuja
C7	Consultancy for the Renovation of Residential Quarters	NJI, Abuja
C8	Consultancy for the Renovation and Furnishing of Institute Secretary's Official Residence	NJI, Abuja
C9	Consultancy for the Construction of Judges Quarters (Extension)	NJI, Abuja
C10	Consultancy for the Construction of B.O.G Residences (Phase 2)	NJI, Abuja
C11	Consultancy for the Construction/Rehabilitation and Upgrading of Water and Sanitation Facilities	NJI, Abuja

3. 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 FormCAC_{1.1} or CAC₂ and CAC₇. Business Name is also acceptable for Services;
- b. Evidence of Current Annual Returns issued by the Corporate Affairs Commission.
- c. 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; with a minimum average annual turnover of **₦200m** for **Lots A1-A11**, **₦200m** for **Lots B1-B4** and **₦50m** for **Lots C1-C11**;
- d. Evidence of Pension Clearance Certificate valid till 31st December, 2024 (this requirement is only applicable to bidders whose number of Staff is 15 and above);
- e. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2024 (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);
- f. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2024;
- g. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2024 or valid Certificate issued by BPP.
- h. 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;
- i. Company's Audited Accounts for the last three (3) years -2021, 2022, 2023;
- j. Reference Letter addressed to the Hon. Administrator, National Judicial Institute, Abuja from a reputable Commercial Bank in Nigeria indicating willingness to provide credit facility for the execution of the project when needed;
- k. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional Qualifications such as COREN/QSRBN/ARCON/CORBON/SURCON, etc.
- l. Only Companies included in the National Automotive Design and Development Councils approved list of local manufacturers of vehicles or their representatives should bid for the vehicles.
- m. For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs).
- n. Works: List of Plants and Equipment with proof of Ownership/Lease Agreement.
- o. Services: Evidence of Firm's current registration with relevant regulatory professional body(ies) such as COREN/QSRBN/ARCON/CORBON/SURCON etc.
- p. 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;
- q. For Joint Venture/Partnership, Memorandum of Understanding (MOU) should be provided indicating among others the Lead Partner (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance 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.

4. SUBMISSION OF EXPRESSION OF INTEREST (EOI) AND PRE-QUALIFICATION DOCUMENTS

Interested companies are to submit two (2) bound copies of EOI and Pre-Qualification documents as applicable, separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to **The Administrator, National Judicial Institute, Mohammed Bello Centre, Adjacent Jabi Junction Fly-Over, Umaru Musa Yar'Adua Express Way, P.M.B 5020, 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 **12:00noon Monday, 24th June, 2024**.

5. OPENING OF EXPRESSION OF INTEREST/ PRE-QUALIFICATION DOCUMENTS

The EOI and pre-qualification documents will be opened immediately after the deadline for submission at **12:00noon Monday, 24th June, 2024**, at the National Judicial Institute's Studies Seminar Block in the presence of observers, bidders or their representatives. Please ensure that you sign the EOI/Bid Submission Register in the office of the Head of Procurement, 1st Floor, Admin Building, National Judicial Institute, Abuja, as the Institute will not be held liable for misplaced or wrongly submitted EOI/bids.

6. GENERAL INFORMATION

- i. Bids and Expression of interest must be in English Language and signed by an official authorised by the bidder;
- ii. Bids and Expression of interest submitted after the dead line for submission would be returned un-opened;
- iii. Applicants should not bid for more than two (2) Lots.
- iv. All cost will be borne by the bidders.
- v. The Prequalification documents/EOI 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 bid opening online;
- vi. If any information provided is found to be false at any Stage of the exercise, it will lead to outright disqualification of the Firm/Company.
- vii. 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 National Judicial Institute by virtue of such Company having responded to this advert.
- viii. Goods & Works: Only pre-qualified bidders will be invited at a later date for collection of tender documents;
- ix. Services: Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals;
- x. The National Judicial Institute is not bound to pre-qualify/shortlist any Applicant 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:

Institute Secretary,
National Judicial Institute, Abuja.