



**DEBT MANAGEMENT OFFICE  
NIGERIA**

**INVITATION TO TENDER**

**INTRODUCTION**

The Federal Government of Nigeria has provided funds in the 2014 Appropriation for the Debt Management Office to upgrade its Office Equipments. Accordingly, the DMO in line with the Public Procurement Act, 2007 is hereby inviting competent and reputable contractors/suppliers to tender for the jobs.

**DESCRIPTION OF WORK**

The details of Goods to be provided are contained in the tender documents as indicated below. **All applications should be per LOT, as follows:**

**LOT 1:** Procurement of Office furniture

**LOT 2:** Procurement of Computer Systems and Accessories

**LOT 3:** Procurement of Computer Software

**TENDER QUALIFICATIONS/REQUIREMENTS**

- a) Evidence of registration with the Corporate Affairs Commission;
- b) Copy of Tax Clearance Certificates for the past three years (2010,2011 and 2012/2013);
- c) Copy of VAT Certificate and evidence of remittances;
- d) Evidence of registration and remittance of Industrial Training Funds contributions;
- e) Evidence of Pensions/Social Security Contribution in accordance with the Pension Act, 2004;
- f) Company's audited financial reports for the last three years (2010, 2011 and 2012/2013);
- g) Verifiable evidence of similar jobs successfully done in the past three years;
- h) Full details of the company's profile;
- i) Evidence of financial capability/ reference letter from a reputable Bank;
- j) Evidence of proven competence and certification in SAP software configuration and installation. For LOT 3.

## **COLLECTION OF TENDER DOCUMENT**

Interested bidders are expected to collect the tender documents from the Admin Unit of the Debt Management Office from Wednesday September 17, 2014 to Wednesday October 29, 2014.

## **SUBMISSION OF TENDER DOCUMENT**

Completed Technical and Financial bids shall be forwarded in separate envelopes, boldly marked as such. Both envelopes should be enclosed in a third sealed envelope marked "Tender for (specify the Lot and description)" on top of the right hand corner and addressed to:

**The Director- General,**  
Debt Management Office  
NDIC Building (First Floor),  
Plot 447/448, Constitution Avenue  
Central Business District,  
P.M.B. 532, Garki, Abuja

**NOTE:** Each tender document should be properly **paginated and with table of contents.**

All submission must be registered at the Admin Unit of the Debt Management Office on or before 12.00 noon, Wednesday October 29, 2014 Electronic Bids shall not be accepted and Bids received after the deadline will be rejected.

## **TENDER OPENING**

Tenders will be opened at the Debt Management Office's Board Room, NDIC Building (First Floor), Plot 447/448, Constitution Avenue Central Business District, Abuja on Wednesday, October 29, 2014 by 1.00 p.m. Bidders or their representatives, NGOs, Professional bodies and interested members of the public are invited to the bid opening exercise.

**Signed:**  
**Management**