

# **INVITATION TO TENDER**

# INTRODUCTION

The Federal Government of Nigeria has provided funds in the 2017 Appropriation for the Debt Management Office (DMO) to procure Computer Desktop, Computer Software and Enterprise Solutions, Enterprise Servers and Power Backup Capacity Enhancement. 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)** 

**LOT 1:** Procurement of Computer Desktops

**LOT 2:** Procurement of Computer Software and Enterprise Solutions

**LOT 3:** Procurement of Enterprise Servers

LOT 4: Procurement of Power Backup Capacity Enhancement

# TENDER QUALIFICATIONS/REQUIREMENTS

- a) Evidence of Certificate of Incorporation with the Corporate Affairs Commission;
- b) Evidence of Company Tax Clearance Certificates for the past three years (2014, 2015 and 2016);
- c) Evidence of Current Compliance Certificate with Industrial Training Act No. 19 of 2011.
- d) Evidence of Current Pension Clearance Certificate from National Pension Commission (PENCOM)
- e) Evidence of Current Compliance Certificate with the Employee Compensation Act which requires that all employers of labour must remit 1% of the total annual emolument of their workers to the Nigerian Social Insurance Trust Fund (NSITF)
- f) Company's Audited Financial Accounts for the last three years (2014, 2015 and 2016);
- 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 Current Certificate of registration on the National Database of Contractors, Consultants and Service Providers by the Bureau of Public Procurement (BPP) or copy of Interim Registration Report (IRR) as evidence of compliance with the requirement;
- k) Current Sworn Affidavit disclosing:
  - That the Company is not in receivership, insolvent or bankrupt
  - That none of the Directors of the Company has ever being convicted in any Court for criminal offence in relation to fraud or financial impropriety.
  - Whether or not any staff of the DMO is a former Director, Shareholder or has any pecuniary interest in the bidder.
  - That all documents submitted are true and correct in all particulars.

#### **COLLECTION OF TENDER DOCUMENTS**

Interested bidders are expected to collect the tender documents from the Procurement Unit of the Debt Management Office upon payment of non-refundable fee of N10,000.00 from Wednesday, December 20, 2017 to Wednesday, January 31, 2018.

### SUBMISSION OF TENDER DOCUMENTS

Completed Technical and Financial bids shall be forwarded in separate envelopes, boldly marked as such. Both envelops 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 contain a table of content and properly **paginated**.

All submissions must be registered at the Procurement Unit of the Debt Management Office on or before 12.00noon, Wednesday January 31, 2018. **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 January 31, 2018 by 1:00pm. Bidders or their representatives, NGOs, Professional bodies and interested members of the public are invited to the Tender Opening exercise.

Signed: Management