



**DEBT MANAGEMENT OFFICE  
NIGERIA**

**INVITATION TO TENDER**

**INTRODUCTION**

The Federal Government of Nigeria has provided funds in the 2015 Appropriation for the Debt Management Office to upgrade its Office Equipment and Furniture. 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 and Fittings

**LOT 2:** Procurement of Computer Printers

**LOT 3:** Procurement of Photocopying Machines

**LOT 4:** Procurement of Shredding Machines & Fire Proof Cabinets

**LOT 5:** 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 (2011,2012 and 2013/2014);
- 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 (2011, 2012 and 2013/2014);
- 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 registration on the National Database of Contractors, Consultants and Service Providers;
- k) Evidence of proven competence and certification in SAP software configuration and installation. For LOT 5;
- l) Failure to furnish all information or documentation required by the Tender Documents may result in the rejection of the Tender.

**COLLECTION OF TENDER DOCUMENTS**

Interested bidders are expected to collect the tender documents from the Admin Unit of the Debt Management Office from Thursday, September 3, 2015 to Thursday, October 15, 2015.

## **SUBMISSION OF TENDER DOCUMENTS**

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 contain a table of contents and properly **paginated**.

All submissions must be registered at the Admin Unit of the Debt Management Office on or before 12.00 noon, Thursday, October 15, 2015. **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 Thursday, October 15, 2015 by 12.00 noon. Bidders or their representatives, NGOs, Professional bodies and interested members of the public are invited to the Tender Opening exercise.

**Signed:**  
**Management**