

NATIONAL ASSEMBLY  
INVITATION TO TENDER

The National Assembly wishes to notify the General Public of its intention to solicit Tender from competent and reputable companies for the under listed contracts being contemplated under 2021 projects/contracts:

1. Scope:

a. Senate

LOT 1S. Supply of SUV's; and Motor Bike;

LOT 2S. Supply of SUV's;

LOT 3S. Supply of Additional Vehicles;

LOT 4S. Supply of pool Vehicles; and

LOT 5S. Supply of Office Equipment.

b. House of Representatives

LOT 1H. Supply of Office Equipment;

LOT 2H. Supply of Utility Vehicles

LOT 3H. Supply and Installation of Chillers; and.

LOT 4H, Supply of Motor Bike Kits.

c. Management

LOT 1M. Supply of Laptops Computer;

LOT 2M. Supply and Installation of Additional CCTV Cameras;

LOT 3M. Upgrade of Visitors Accreditation Centre;

LOT 4M. Supply of Office Equipment;

LOT 5M. Renovation and Modernization of NASS Stores;

LOT 6M. Supply of Office Equipment

2. Tender Requirements

Prospective Bidders are required to submit the following documents along with the completed Tender Documents(s):

i. Evidence of Registration with CAC, including Forms CAC2 & 7;

ii. Evidence of Tax Clearance Certificate for the past 3years (2018, 2019 & 2020);

iii. Evidence of VAT Registration and Remittance;

iv. Evidence of Audited Account for the last 3years (2018, 2019 & 2020) signed & stamped by a registered Auditor;

v. Evidence of Financial Capability to execute the contract by submission of Reference Letter from a reputable Financial Institution in Nigeria, indicating willingness to provide credit facility for the execution of the contract needed (ORIGINAL COPY);

vi. Evidence of Execution of at least 3 Recent Similar Projects in the last 3years;

vii. Evidence of PENCOM Registration and Remittance;

viii. Evidence of Registration with NSITF;

ix. Evidence of Registration with Bureau of Public Procurement (BPP);

x. Evidence of Registration with Financial Reporting Council;

xi. Sworn Affidavit in line with the provisions of part iv, subsection 16, subsection 6 (e-f) of the Public Procurement Act, 2007 and also to confirm authenticity of documents submitted and listed above (ORIGINAL COPY).

3. Tender Instructions

i. All Bidding Document submitted shall be assessed in full compliance with the requirements (especially the highlighted requirements which shall form the basis of Eligibility of Contractors.

- ii. A non-refundable Bidding Document Fee of N50,000.00 (in Bank draft in favour of National Assembly);
- iii. Bid Security of 2% of the Bid Sum-Bank Guarantee (For Bids in excess of N100,000,000.00 for Goods and 300,000,000.00 for Works);
- iv. 2 copies of Financial and Technical Bids shall be submitted (In addition to the Soft Copy on Flash Disc).

#### 4. Tender Instructions

Interested companies are to collect Bid documents (Indicating detailed information) from the National Assembly Tenders Board (Room 1.279, Annex 1, NASS Complex) upon evidence of payment of non-refundable bidding documents fee.

#### 5. Submission of Bids

- i. The documents must be paginated, initiated and have table of content page as the cover page. They should also be sealed in separate 15×9.5 envelopes, marked appropriately at the left-hand corner "Technical Bid" and "Financial Bid". Both Bids (Technical and Financial) will be enclosed in a bigger envelope (properly sealed) and addressed to The Director, National Assembly Tenders Board Secretariat, Three Arms Zone, Abuja.
- ii. To be registered and dropped in the appropriate Tender Box in the office of the Director, Tenders Board Secretariat not later than **1pm on Monday, 13th September, 2021.**

#### 6. Bid Opening

- i. Bids will be opened at 1:30pm Monday, 13th September, 2021, at the Directorate of Procurement, Estate and Works Conference Room (Room 1.271) Annex 1, National Complex; and
- ii. All prospective Bidders or their accredited representatives should endeavor to be present, please.

#### KINDLY NOTE

- i. All submissions would be verified from relevant agencies like the FIRS, CAC etc.;
- ii. National Assembly reserve the right to reject any bidding document;
- iii. This invitation should not be construed to be a commitment on the part of the National Assembly to enter into any form of contract with any company, enter into any communication with any company nor found suitable nor shall it entitle any company to make any claim whatsoever from the National Assembly;
- iv. All costs incurred as a result of this tender invitation and any subsequent requests for information shall be borne by the bidding companies;
- v. Proposal for different Procurement/LOT should be submitted in different envelopes;
- vi. Late submissions will be rejected;
- vii. All documents shall be submitted in person and not through post
- viii. Failure to comply with the instructions and provide any required document(s) may automatically result in disqualification;
- ix. Submission of false documents is an offense and would lead to disqualification and prosecution, and
- x. The National Assembly also reserves the right to annul the process at any time without incurring any liabilities and assigning reason thereof.

Signed

Management

nasstendersboard@yahoo.com