



# JOINT ADMISSIONS AND MATRICULATION BOARD

...Enhancing Academic Excellence

## INVITATION FOR EXPRESSION OF INTEREST FOR THE EXECUTION OF 2024 PROJECTS

### 1.0 INTRODUCTION

- The Joint Admissions and Matriculation Board is a Parastatal charged with the responsibility of conducting Matriculation Examination for entry into all Tertiary institutions in Nigeria and also admissions through Direct Entry method as provided by the JAMB Act 1989, Cap 193, Laws of the Federation of Nigeria.
- The Board in keeping with its mandate and in compliance with the provisions of the Public Procurement Act, 2007 invites interested and competent Bidders for the procurement of the under listed 2024 projects:

#### CATEGORY SERVICES

LOT NO	DESCRIPTION OF CONSULTANCY SERVICES
Lot C1	External Auditor
Lot C2	Engagement of a Data Protection Compliance Organisation (DPCO)
Lot C3	Computerisation of Human Resources, Finance & Accounts Departments
Lot C4	Engagement of a consultant for Examination Software Testing, Training of Examination Officials, and Quality Assurance services for the Board's Unified Tertiary Matriculation Examinations (UTME)
Lot C5	Engagement of a Consultant for Examination Delivery Software Design, Testing, Implementation and Training of Examination Officials for the Board's Bring Your Device (BYD) mode in the conduct of the Unified Tertiary Matriculation Examinations (UTME)
Lot C6	Provision of Technical Support and Maintenance of the Board's Examination Delivery Devices for Lagos Zone
Lot C7	Provision of Technical Support and Maintenance of the Board's Examination Delivery Devices for Kaduna Zone
Lot C8	Engagement of a reputable Insurance firm to serve as underwriters for the provision of Insurance coverage under the following classes: i. Fire & Special Peril Insurance ii. Occupier Liability Insurance iii. Motor Vehicle Insurance iv. Group Personal Accident Insurance Comprehensive/Third Party Insurance v. Group Personal Accident (Ad-hoc Staff)
Lot C9	Engagement of Insurance Brokers for the provision of Insurance Coverage for the following classes of insurance: i. Fire & Special Peril Insurance ii. Occupier Liability Insurance iii. Motor Vehicle Insurance (Comprehensive & Third party) iv. Group Personal Accident Insurance v. Group Personal Accident (Ad-hoc Staff)

### 2.0 ELIGIBILITY REQUIREMENTS

Interested bidders should submit the following documents:

- Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC<sub>11</sub> or CAC<sub>2</sub> and CAC<sub>3</sub>. Business Name is also acceptable for Services;
- 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 31<sup>st</sup> December, 2024;
- Evidence of Pension Clearance Certificate valid till 31<sup>st</sup> December, 2024 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2024 (this requirement is only applicable to bidders whose number of staff is 5 and above or the Bidder's annual turnover is N50m and above);
- Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31<sup>st</sup> December, 2024;
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31<sup>st</sup> December, 2024 or valid Certificate issued by BPP.
- Sworn Affidavit:**
  - disclosing whether or not any officer of the relevant committees of the Joint Admissions and Matriculation Board 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;
- Company's Audited Accounts for the last three (3) years: 2021 – 2023;
- Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- Company's Profile with personally endorsed Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as ANAN, ICAN, NITDA/CPN etc.;
- Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects. Note: the Board will conduct physical verification of similar jobs;
- For Lot C1:**
  - Evidence of partners' Practice Licence (with minimum of 10 years in practice) issued by ICAN or ANAN
  - Evidence of the Firm's registration for at least 10 years and current registration with the Office of the Auditor-General for the Federation;
  - Evidence of the staff and Firm's current registration with the Financial Reporting Council of Nigeria
- For Lots C2 – C7: Evidence of Firm's current registration/accreditation with Computer Professionals Registration Council of Nigeria (CPN) and National Information Technology Development Agency (NITDA). Note: Firm's specialisation in Project Management, Software Engineering or any other related discipline together with minimum of 5 years of verifiable practice experience of the Principals of the firm.
- Insurance Brokers: (i) Valid Operational License Certificate issued by NAICOM; (ii) Evidence of current annual Practice Licence issued by NAICOM; (iii) Valid and current professional indemnity policy with limit of indemnity not less than N10 million for protection against wrong advice
- Underwriters: (i) Operational License issued by NAICOM, (ii) Valid and adequate re-insurance Treaty arrangement and (iii) Certified True Copy of Audited Accounts approved by NAICOM
- For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided indicating among others the Lead Partner (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);
- For Lot C2, in addition to the requirements under (m) above, the firm must be a professional IT service provider possessing among other things, evidence of registration with Nigerian Data Protection Bureau (NDPB), and also possesses Evidence of payment of prescribed licencing fees to NDPB.
- 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.

### 3.0 SUBMISSION OF EXPRESSION OF INTEREST (EOI) DOCUMENTS

Interested firms are to submit both soft copies and three (3) bound EOI documents duly signed, paginated, separated by dividers and arranged as indicated in (2.0) above. The documents should be submitted in a sealed envelope and clearly marked with (the name of the service and the Lot number), and addressed to

The Registrar,  
Joint Admissions and Matriculation Board,  
National Headquarters,  
Bwari-Abuja

Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box located at the Procurement Department in the National Headquarters Complex, Bwari-Abuja; not later than 12:00 noon Monday 2<sup>nd</sup> of September, 2024.

### 4.0 OPENING OF EOI DOCUMENTS

The EOI documents will be opened immediately after the deadline for submission on Monday 2<sup>nd</sup> of September, 2024 by 12:00 Noon at the National Headquarters Complex, Bwari, FCT. Please, ensure that you sign the EOIs/Bids Submission Register in the office of Head of Procurement, Room A11, Block "A", Joint Admissions and Matriculation Board, National Headquarters, Bwari, FCT; as the Joint Admissions and Matriculation Board, will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the "Head of Procurement" on e-mail – [jambprocurement@gmail.com](mailto:jambprocurement@gmail.com) or Phone number 08033229190.

### 5.0 GENERAL INFORMATION

- EoIs must be in English Language and signed by an official authorised by the bidder;
- EoIs submitted after the deadline for submission would be returned un-opened;
- Bidders should not bid for more than one (1) Lot;
- All costs will be borne by the bidders;
- The EOIs 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;
- Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals; The Joint Admissions and Matriculation Board (JAMB), is not bound to shortlist/pre-qualify any bidder 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

Prof. Is-haq O. Oloyede CON, FNAL  
Registrar



# JOINT ADMISSIONS AND MATRICULATION BOARD

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## INVITATION TO TENDER FOR THE EXECUTION OF 2024 PROJECTS

### 1.0 INTRODUCTION

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- The Board in keeping with its mandate and in compliance with the provisions of the Public Procurement Act, 2007 invites interested and competent Bidders for the procurement of the under listed 2024 projects:

#### CATEGORY: A WORKS

LOT NO	PROJECT DESCRIPTION
Lot W1	Rehabilitation of Ikeja Office
Lot W2	Construction of Registration Area and fencing of Land at JAMB Zonal office Kano
Lot W3	Completion of Kano Zonal office Complex
Lot W4	Rehabilitation of Kaduna Annex Board Room & External Painting of the Administrative Block
Lot W5	Supply and Installation of Solar System in the Board's Zonal/State Office Professional Registration Centres (PRCs) in the North Central Geopolitical Zone
Lot W6	Supply and Installation of Solar System in the Board's Zonal/State Office Professional Registration Centres (PRCs) in the North East Geopolitical Zone
Lot W7	Supply and Installation of Solar System in the Board's Zonal/State Office Professional Registration Centres (PRCs) in the North West Geopolitical Zone
Lot W8	Supply and Installation of Solar System in the Board's Zonal/State Office Professional Registration Centres (PRCs) in the South West Geopolitical Zone
Lot W9	Supply and Installation of Solar System in the Board's Zonal/State Office Professional Registration Centres (PRCs) in the South East Geopolitical Zone
Lot W10	Supply and Installation of Solar System in the Board's Zonal/State Office Professional Registration Centres (PRCs) in the South South Geopolitical Zone
Lot W11	Construction of Cubicles, Furnishing, Supply Installation and Networking of computer systems for JAMB PTC Gombe, Gombe State
Lot W12	Networking of JAMB Headquarters using Microtik Technologies
Lot W13	Furnishing, Supply Installation and Networking of computer systems for JAMB PTC Gbongan, Osun State
Lot W14	Furnishing, Supply Installation and Networking of computer systems for JAMB PTC Benin, Edo State
Lot W15	Supply and Installation of Data Centre Equipment for Nigeria Post – Secondary Education Data System (NIPEDS)
Lot W16	Rehabilitation of the Board Room/Committee Room at the JAMB National Headquarters, Bwari

#### CATEGORY: B GOODS

LOT NO	PROJECT DESCRIPTION
Lot G1	Supply of Toners
Lot G2	Supply and Installation of Office Furniture in JAMB Zonal/State offices in the South – West Geopolitical Zone
Lot G3	Supply and Installation of Office Furniture in JAMB Zonal/State offices in the South – East Geopolitical Zone
Lot G4	Supply and Installation of Office Furniture in JAMB Zonal/State offices in the South – South Geopolitical Zone
Lot G5	Supply and Installation of Office Furniture in JAMB Zonal/State offices in the North – West Geopolitical Zone
Lot G6	Supply and Installation of Office Furniture in JAMB Zonal/State offices in the North – East Geopolitical Zone
Lot G7	Supply and Installation of Office Furniture in JAMB Zonal/State offices in the North – Central Geopolitical Zone
Lot G8	Supply and Installation of Office Furniture in JAMB National Headquarters, Bwari – Abuja
Lot G9	Supply of Staff Buses
Lot G10	Supply of Computers
Lot G11	Supply of Stationery
Lot G12	Supply and Installation of Archive Equipment
Lot G13	Supply of Utility Vehicles
Lot G14	Supply of Office Equipment in JAMB Zonal/State Offices in the South – South Geopolitical Zones
Lot G15	Supply of Office Equipment in JAMB Zonal/State Offices in the South – East Geopolitical Zones
Lot G16	Supply of Office Equipment in JAMB Zonal/State Offices in the South – West Geopolitical Zones
Lot G17	Supply of Office Equipment in JAMB Zonal/State Offices in the North – Central Geopolitical Zones
Lot G18	Supply of Office Equipment in JAMB Zonal/State Offices in the North – West Geopolitical Zones
Lot G19	Supply of Office Equipment in JAMB Zonal/State Offices in the North – East Geopolitical Zones
Lot G20	Supply of Office Equipment in JAMB National Headquarters, Bwari – Abuja
Lot G21	Production of the Board's 2020, 2021, 2022 & 2023 Annual Reports
Lot G22	Production of 2025 UTME Candidates' Rough Work Sheet
Lot G23	Supply of Diesel
Lot G24	Supply of Generator

### 2.0 ELIGIBILITY REQUIREMENTS

Interested bidders should submit the following documents:

- Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC<sub>11</sub> or CAC<sub>2</sub> and CAC<sub>3</sub>;
- 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 31<sup>st</sup> December, 2024;
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- Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2024 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31<sup>st</sup> December, 2024;
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31<sup>st</sup> December, 2024 or valid Certificate issued by BPP.
- Sworn Affidavit:**
  - disclosing whether or not any officer of the relevant committees of the Joint Admissions and Matriculation Board 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;
- Company's Audited Accounts for the last three (3) years – 2021 – 2023;
- Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- Company's Profile with personally endorsed Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, CORBON, NITDA/CPN etc.;
- Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects. Note: the Board will conduct physical verification of similar jobs;
- For Lots W1 – W4: List of Plants/Equipment with proof of Ownership/Lease Agreement;
- For Lots G9 & G13: Only Companies included in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles or their authorised representatives should bid;
- For Supply of Office Equipment: Companies must provide evidence of being an Original Equipment Manufacturer (OEM) or Letter of Authorisation as representative of the Original Equipment Manufacturers;
- For Lots W11 – W15, W12, G1, & G10: Evidence of Firm's current registration/accreditation with Computer Professionals Registration Council of Nigeria (CPN) and National Information Technology Development Agency (NITDA) in addition, bidders must also provide evidence of being an Original Equipment Manufacturer (OEM) or Letter of Authorisation as representative of the Original Equipment Manufacturers;
- For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided indicating among others the Lead Partner (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);
- 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.

### 3.0 COLLECTION OF TENDER DOCUMENTS (GOODS & WORKS)

Interested Companies are to collect the Standard Bidding Document (SBD) from the office of the Head of Procurement, Room A11, Block A, Joint Admissions and Matriculations Board, Bwari, Abuja. A non-refundable tender fee of N10,000.00 (Ten Thousand Naira) only per lot is to be paid by each Bidder before collection of a Bid Document. The tender fee is to be paid into the TSA account in favour of Joint Admissions and Matriculation Board as "TENDER FEES".

### 4.0 SUBMISSION OF TENDER DOCUMENTS (GOODS AND WORKS)

Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger sealed envelope clearly marked with (the name of the project and the Lot number) and addressed to:

The Registrar,  
Joint Admissions and Matriculation Board,  
National Headquarters,  
Bwari-Abuja

Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box located at the Boardroom in the National Headquarters Complex, Bwari-Abuja; not later than 12:00 noon Monday, 30<sup>th</sup> September, 2024

### 5.0 OPENING OF TECHNICAL BIDS

The technical bids will be opened immediately after the deadline for submission at 12:00 noon, Monday, 30<sup>th</sup> September, 2024 at the National Headquarters Complex, Bwari, FCT, while the financial bids will be kept un-opened. Please, ensure that you sign the Bids Submission Register in the office of Head of Procurement, Room A11, Block A Building, Joint Admissions and Matriculations Board, Bwari, FCT; as the Joint Admissions and Matriculation Board, will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the "Head of Procurement" on e-mail – [jambprocurement@gmail.com](mailto:jambprocurement@gmail.com) or Phone number 08033229190

### 6.0 GENERAL INFORMATION

- Bids must be in English Language and signed by an official authorised by the bidder;
- Bids submitted after the deadline for submission would be returned un-opened;
- Bidders should not bid for more than two (2) Lots;
- All costs will be borne by the bidders;
- The Technical Bids 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;
- Goods & Works: Only pre-qualified bidders at technical evaluation will be communicated at a later date for submission of financial bids
- The Joint Admissions and Matriculation Board (JAMB), is not bound to shortlist/pre-qualify any bidder 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

Prof. Is-haq O. Oloyede CON, FNAL  
Registrar