

JOINT ADMISSIONS AND MATRICULATION BOARD

NATIONAL HEADQUARTERS, BWARI, ABUJA

EXPRESSION OF INTEREST AND INVITATION TO TENDER FOR 2018-2021 CAPITAL PROJECTS

1. INTRODUCTION

The Joint Admissions and Matriculation Board (JAMB), is a government institution empowered by Decree No. 2 of 1978 (amended by Decree No. 33 of 1989) to amongst others, conduct Matriculation Examination for entry into all Universities, Polytechnics and Colleges of Education (by whatever name called) in Nigeria. JAMB wishes to procure utility vehicles and construct Corporate Operation Building that would provide adequate & conducive accommodation for its operation, and therefore wishes to invite interested and competent companies, (with proven records of accomplishment) to submit bids for the turnkey project which is to leverage on ICT infrastructure in the Central Business District of Abuja.

2. SCOPE OF WORKS.

Lot A: Expression of Interest- Supply of Utility Vehicles

Lot B: Invitation to Tender- Design, Construction & Commissioning of New JAMB Corporate Operation Multi-floor office Building in the Central Area of Abuja with not less than 4,500 square metres office space with car park of not less than 150 vehicles.

3. ELIGIBILITY REQUIREMENTS

Interested Firms should submit One (1) Original and Two (2) photocopies of Technical (Lots A or B) and Financial documents for Lot B:

- Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7.
- Evidence of Company's Tax Clearance Certificate (for 2018, 2019 and 2020) valid up till 31st December, 2021, with minimum average annual turnover of **N1,000,000,000.00** and **N2,000,000,000.00** for Lots A and B respectively
- Evidence of current Pension Compliance Certificate valid till 31st December, 2021.
- Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid up till 31st December, 2021.
- Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid up till 31st December, 2021.
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2021 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.

- Company's audited financial statements for the three (3) years: 2018, 2019 and 2020.
- Evidence of Financial capability to execute the project by submission of Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed.
- Company Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications (e.g. COREN, QSRBN, ARCON, CORBON, SURCON etc.) for Lot B.
- Verifiable documentary evidence of two (2) similar jobs executed in the last five (5) years including Letters of Awards, Valuation/Job Completion Certificates and Photographs of the projects.
- List of Plants/Equipment to be deployed for the project with proof of Ownership/Lease Agreement for Lot B.
- For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (**all the eligibility requirements are compulsory for each Joint Venture Partner**)
- 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 Lot A.
- All documents for submission must be submitted with a Covering/Forwarding Letter under the Company/Firm's Letter Head Paper bearing among others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM number), 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 authorized officer of the Company.

4. SUBMISSION OF EOI & PRE-QUALIFICATION DOCUMENTS

Prospective bidders are to submit bid for the Lot desired, hard copies of the EOI or pre-qualification documents duly signed, paginated, separated by dividers and

arranged as indicated above and addressed to the **Registrar, Joint Admissions and Matriculation Board** and clearly marked with Lot A –Utility Vehicle or Lot B- Construction of Corporate Operation Building Turnkey Project.

The financial bids for Lot B should also include a soft copy in MS Excel format, packaged separately in sealed envelopes and clearly marked as Financial Bid. Thereafter, put the two sealed envelopes together in a bigger sealed envelope. Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at **Procurement Unit, JAMB National Headquarters, Bwari, FCT** not later than **12:00 noon on Monday, June 21, 2021**

5. OPENING OF EOI/PRE-QUALIFICATION DOCUMENTS

The **technical** bids will be opened immediately after the deadline for submission by **12:00 noon on Monday, June 21, 2021** in the **Board Room, Joint Admissions and Matriculation Board, National Headquarters, Bwari, FCT** in the presence of bidders or their representatives. Please ensure that you sign the Bid Submission Register in the office of Head of Procurement Unit, **Room A11, First floor, JAMB National Headquarters, Bwari, FCT** as the JAMB will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head of Procurement on email address procurement@jamb.gov.ng

6. GENERAL INFORMATION

- Bids/EOI/pre-qualification must be in English Language and signed by an official authorised by the bidder
- Bids/EOI/pre-qualification submitted after the deadline for submission would be returned un-opened.
- All costs will be borne by the bidders;
- Only pre-qualified bidders will be contacted at a later date for collection of tender documents.
- None compliance with the requirements stated herein will lead to automatic disqualification of the bidder from the bidding process.
- Submitted documents may be referred to the issuing Agency/Body for verification.
- JAMB is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liability in accordance with section 28 of the Public Procurement Act, 2007.

PROF. IS-HAQ OLOYEDE

REGISTRAR

JOINT ADMISSIONS AND MATRICULATION BOARD