



FINANCIAL REPORTING COUNCIL OF NIGERIA

PLOT 8, OTUNBA JOBI FELE WAY, ALAUSA, IKEJA, LAGOS

INVITATION TO TENDER FOR PROCUREMENT OF MOTOR VEHICLES AND COMPUTER EQUIPMENT

1. INTRODUCTION

1.1 The Financial Reporting Council (FRC) of Nigeria is a regulatory agency of the Federal Government established by the Financial Reporting Council of Nigeria Act. No. 6 of 2011(as amended). The mandate of the FRC among other things is to promote trade and investment in Nigeria by ensuring high standards of financial reporting and corporate governance to protect investors and other stakeholders' interests.

1.2 Experienced and competent contractors/suppliers are invited to submit bids for:

LOT	DESCRIPTION	CATEGORIES
1.	Procurement of Motor Vehicles	Goods

2. ELIGIBILITY REQUIREMENTS

- Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7;
 - Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2024;
 - Evidence of Pension Clearance Certificate valid till 31st 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 31st 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 31st 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 31/12/2024 or valid Certificate issued by BPP.
 - Sworn Affidavit:
 - disclosing whether or not any officer of the relevant committees of the Financial Reporting Council of Nigeria 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;
 - Company's Audited Accounts for the last three (3) years - 2021, 2022 & 2023;
 - 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;
 - 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 the Vehicles;
 - For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- Note: 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. COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect the Standard Bidding Document (SBD) from the office of the **Principal Manager, Procurement** on the **5th floor, Alexander Building, 8, Otunba Jobi Fele Way, CBD, Alausa, Ikeja, Lagos** on evidence of payment of a non-refundable tender fee of **N10,000.00** per Lot, paid into the **Financial Reporting Council of Nigeria's** Remita account in any reputable commercial bank in Nigeria.

4. SUBMISSION OF TENDER DOCUMENTS

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 addressed to and clearly marked with **Executive Secretary/CEO, Financial Reporting Council of Nigeria, 5th Floor, Alexander Building, 8, Otunba Jobi Fele Way, CBD, Alausa, Ikeja, Lagos**. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box (**state the location of the box**); **ES/CEO Secretary's office** (same address as above) not later than **10:00 a.m. on Monday, May 13, 2024**.

5. OPENING OF TECHNICAL BIDS

Only the **technical** bids will be opened immediately after the deadline for submission **10:00 a.m. on Monday, May 13, 2022** in the Council's Board Room, (**at the address stated above**) in the presence of bidders or their representatives, while the Financial bids will be kept un-opened. Please, ensure that you sign the Bid Submission Register in the office of **ES/CEO Secretary's office, 5th Floor, Alexander Building, 8, Otunba Jobi Fele Way, CBD, Alausa, Ikeja, Lagos**, as the **Financial Reporting Council of Nigeria** will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the "Principal Manager (Procurement)" on e-mail sbraij@frcnigeria.gov.ng

6. 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 One (1) Lot;
- All costs will be borne by the bidders;
- The Technical Bids will be opened in the presence of CSOs and Professional bodies and covered by video recording; invitation link will be sent to bidder who chooses to join the bid opening online;
- Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
- The **Financial Reporting Council of Nigeria** is not bound to 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

Executive Secretary/Chief Executive Officer
Financial Reporting Council of Nigeria