



INVITATION TO TENDER FOR 2023 CAPITAL PROJECT AND 31ST ENGINEERING ASSEMBLY

1.0 PREAMBLE

The Council for the Regulation of Engineering in Nigeria (COREN) is a statutory body established by Decree No. 55 of 1970, amendment by Decree No.27 of 1992, and now Engineers (Registration, etc.) Act CAP E11, 2004 that was further amended by the Engineer (Registration, etc.) (Amended) Act No.3,2018. In a bid to enhance the coordination of COREN activities around the States of the Federation, we hereby invite reputable Companies to tender for the following 2023 COREN's Projects:

2.0 AREA FOR TENDERS

CATEGORY A: GOODS AND NON-CONSULTANCY SERVICES

- LOT A1. Production of 31st Engineering Assembly Bags
- LOT A2. Production of Engineering Assembly Materials
- LOT A3. Preparation of Proceedings in PDF and Production of Programmes
- LOT A4. Production of Souvenir for dignitaries
- LOT A5. Provision of IT/ Multi-Media Facilities
- LOT A6. Provision of Catering Services for Engineering Assembly
- LOT A7. Provision of non-alcoholic drinks
- LOT A8. Provision of Decoration of the venue & Supply of suitable chairs / tables/ clothe cover
- LOT A9. Provision of Security consultant

CATEGORY B: WORKS

- LOT B10. Construction of Main Building and External Civil works for COREN Maiduguri Office, Borno State.

3.0 ELIGIBILITY REQUIREMENTS

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC₁, or CAC₂ and CAC₃;
- b. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2023;
- c. Evidence of Pension Clearance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2023 (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);
- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2023;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2023 or valid Certificate issued by BPP.
- g. Sworn Affidavit:
 - disclosing whether or not any officer of the relevant committees of the Council for the Regulation of Engineering in 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;
- h. Company's Audited Accounts for the last three (3) years - 2020, 2021 & 2022;
- i. Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- j. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, CORBON etc.;
- k. 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;
- l. For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- m. Works: List of Plants/Equipment with proof of Ownership/Lease Agreement;
- n. For Joint Venture/Partnership, Memorandum of Understanding (MOU) should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner)
- o. 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.

4.0 COLLECTION OF TENDER DOCUMENTS:

Interested Bidders should collect Bid documents from the Procurement Unit at COREN Headquarters, Abuja upon payment of non-refundable fee of Ten Thousand Naira Only (**N10,000.00**) via COREN TSA in any reputable Commercial Bank in Nigeria.

5.0 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 the Registrar, Council for the Regulation of Engineering in Nigeria, 22, Addis Ababa Crescent, Wuse Zone 4, Abuja. The envelope should be clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box not later than **12:00 noon Wednesday, 3rd May, 2023.**

6.0 OPENING OF TECHNICAL BIDS

Only the technical bids will be opened immediately after the deadline for submission at **12:00 noon Wednesday, 3rd May, 2023**, at the COREN Head Office, 22, Addis Ababa Crescent, Wuse Zone 4, Abuja, while the financial bids will be kept un-opened. Please, ensure that you sign the Bid Submission Register, as the COREN will not be held liable for misplaced or wrongly submitted bids.

7.0 GENERAL INFORMATION

- i. Bids must be in English Language and signed by an official authorised by the bidder;
- ii. Bids submitted after the deadline for submission would be returned un-opened;
- iii. Bidders should not bid for more than two (2) Lots;
- iv. All costs will be borne by the bidders;
- v. 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;
- vi. 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;
- vii. The Council for the Regulation of Engineering in 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:
Registrar
COREN