



NIGERIAN PORTS AUTHORITY

26/28. MARINA LAGOS

www.nigerianports.org

PUBLIC NOTICE NO: 4016

INVITATION FOR PRE - QUALIFICATION OF CONTRACTORS FOR "NATIONAL SHOPPING LIST FOR MINOR VALUE SUPPLIES AND WORKS"

A. INTRODUCTION

The Management of Nigerian Ports Authority (NPA) hereby invites interested and competent contractors/suppliers with relevant experience on procurement of the under listed goods and works to apply for pre - qualification for "**National Shopping List for Minor Value Supplies and Works**" at all its locations in Lagos, Port Harcourt, Onne, Warri, Calabar and Abuja:

Lot 1	Supply of Stationery Items
Lot 2	Supply of Office Furniture and Office Equipment
Lot 3	Supply of Information Communication Technology , ICT (Computer) Consumables
Lot 4	Supply of Electrical Materials
Lot 5	Supply of Marine Consumables/repair of marine vessels
Lot 6	Supply of Fire Service/Security Consumables
Lot 7	Supply of Refrigeration and Air conditioner items
Lot 8	Supply of Drugs, Medical and Laboratory Equipment
Lot 9	Supply of Water Treatment Chemicals
Lot 10	Printing Works
Lot 11	Minor value civil/building engineering maintenance works/telecom works
Lot 12	Minor Value electrical engineering maintenance, generator repairs and servicing

Bidders are not allowed to bid for more than two (2) lots.

B. PRE - QUALIFICATION REQUIREMENTS

Interested companies are required to submit Two (2) copies of their Pre-qualification documents duly signed, paginated, separated by dividers and arranged in the order specified hereunder:

1. Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC)
2. Evidence of Company's Tax Clearance Certificate and Audited Accounts for the last three (3) years (2014, 2015 & 2016).
3. Evidence of Current Pension Clearance Certificate (2017) from National Pension Commission (PenCom) **where applicable**
4. Evidence of Current Certificate of Compliance with Industrial Training Fund (ITF) Act No. 19 of 2011
5. Evidence of registration on the National Data Base of Contractors, Consultants and Service Providers by Bureau of Public Procurement (BPP) or copy of Interim Registration Report (IRR).
6. All bids must be accompanied with a sworn affidavit disclosing that the company do not have any Director who 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
7. All bids must be accompanied with an affidavit disclosing whether or not any officer of the relevant committees of the Nigerian Ports Authority (NPA) or Bureau of Public Procurement (BPP) is a former or present director, shareholder or has any pecuniary interest in the bidder and confirm that all information presented in its bid are true and correct in all particulars.

8. Bids must be in English Language and signed by an official authorized by the bidder
9. Tenderer for **LOT 3 (Supply of ICT (Computer) Consumables)** are expected in addition to the above requirements to submit evidence of Partnership with HP as most of Authority's computer Hardware are HP products.
10. Tenderers for **LOT 8 (Supply of Drugs)** are expected in addition to the above requirements to submit the following:
 - a. Evidence of NAFDAC registration/certificate of Pharmaceuticals or Medical consumables
 - b. Evidence of annual License of the Superintendent Pharmacist of the Company by the Pharmacist Council of Nigeria (PCN) for the year 2017
 - c. Evidence of the annual Premises License of the company by PCN for the year 2017
11. Evidence of similar supplies/works executed in the past including letters of awards, completion certificates payments etc.
12. Company's profile to include names, qualifications (attach Certificates) and experience of key personnel (provide evidence of experience)
13. All relevant information concerning contacts, addresses, telephones (**GSM**), fax and e-mail address of company or representative(s).

Note: Failure to comply with items 1-8 (including item 9 for Tenderers for Lot 3 and item 10 for Tenderers for Lot 8 only) above will lead to disqualification of the Prequalification documents

C. SUBMISSION OF PRE - QUALIFICATION DOCUMENTS

Prospective bidders are to submit Two (2) spiral bound hard copies of **pre-qualification documents** in the order outlined above. The documents must be submitted in a SEALED ENVELOPE and addressed to "**SECRETARY TO THE TENDERS BOARD, NIGERIAN PORTS AUTHORITY**" and clearly marked as "**INVITATION FOR PRE-QUALIFICATION OF CONTRACTORS FOR "NATIONAL SHOPPING LIST FOR MINOR VALUE SUPPLIES AND WORKS") TO NIGERIAN PORTS AUTHORITY**" specifying **PUBLIC NOTICE NO: 4016** and also indicate the **LOT No.... desired and the description of the Lot and** dropped in the designated Tender Box located on the 1st floor of the Headquarters Building of Nigerian Ports Authority at 26/28, Marina Lagos adjacent to Lift Lobby not later than **11.00am** on **the dates specified in the table below:**

S/N	LOT	CLOSING/OPENING DATE
1	Lot 1 - 4	Wednesday, 26 th July 2017
2	Lot 5 - 8	Thursday, 27 th July 2017
3	Lot 9 - 12	Friday, 28 th July 2017

All received pre-qualification documents will be publicly opened **immediately** after close of submission at the Conference room, 1 Joseph Street, off Marina, Lagos in the presence of the bidders or their representatives and any interested member of the public. Please, ensure that you sign the bid submission register in the office of the General Manager, Procurement on the 1st floor of the Headquarters Building of Nigerian Ports Authority at 26/28, Marina Lagos, as the Authority will not be held liable for misplaced or wrongly submitted Tenders. For further enquiries, please contact the "General Manager (Procurement)" on e-mail: info.procurement@nigerianports.org. Wrongly placed Tenders and late submission would not be entertained. All costs incurred as a result of this Tender invitation and any subsequent requests for information shall be borne by the bidding companies. Only short-listed companies will be contacted.

**SIGNED
MANAGEMENT
NIGERIAN PORTS AUTHORITY**