

FEDERAL REPUBLIC OF NIGERIA
ACCIDENT INVESTIGATION BUREAU (AIB) HEADQUARTERS,
 MURTALA MUHAMMED INTERNATIONAL AIRPORT, IKEJA, LAGOS.
INVITATION TO TENDER

1. INTRODUCTION

In compliance with the Public Procurement Act 2007, the Accident Investigation Bureau (AIB) is desirous of engaging the Services of competent Firms for the provision of Cleaning Services and Security Services in AIB Headquarters and Regional Offices. In light of the foregoing, the Accident Investigation Bureau (AIB) hereby invites competent firms to submit bids for these services:

2. SCOPE OF THE NON-CONSULTING SERVICES

- Lot 1 Provision of Janitorial Services and Sundry Works
- Lot 2 Provision of Security Services

The scope of the works are provided in the Standard Bid Document.

3. ELIGIBILITY REQUIREMENTS

Bidders are expected to possess the following minimum qualification criteria:

- i. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- ii. Evidence of Company Income's Tax Clearance Certificate for the last three (3) years valid till 31st December, 2019;
- iii. Evidence of current Pension Compliance Certificate valid till 31st December, 2019;
- iv. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2019;
- v. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2019;
- vi. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2020 or valid Certificate issued by BPP.
- vii. Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Accident Investigation Bureau 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;
- viii. Company's Audited Accounts for the last three (3) years - 2016, 2017, 2018;
- ix. 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;
- x. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- xi. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- xii. Evidence of Registration with Environmental Health Officers Registration Council of Nigeria (Lot 1);
- xiii. Evidence of Registration with Nigeria Security and Civil Defense Corps (Lot 2);
- xiv. List of Plants/Equipment with proof of Ownership/Lease (where applicable);
- xv. 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. COLLECTION OF TENDER DOCUMENTS

All interested bidders are hereby requested to collect Standard Request for Proposal (RFP) for the respective project from Office of the General Manager (Procurement), ground floor, Accident Investigation Bureau (AIB), Murtala Muhammed International Airport, Ikeja, Lagos, as from 26th August, 2019 upon presentation of evidence of payment of non-refundable tender fee of N10,000.00 payable into Accident Investigation Bureau's TSAAccount.

5. SUBMISSION AND OPENING OF TENDERS

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 Head of Procurement, Ground Floor, Accident Investigation Bureau (AIB) Murtala Muhammed International Airport, Ikeja, Lagos and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box not later than 12.00 noon on 7th October, 2019.

6. OPENING OF BIDS

The technical bids will be opened immediately after the deadline for submission 12.00 noon on 7th October, 2019 at AIB Office, MMIA, Ikeja Lagos State 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 as AIB will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head of Procurement.

7. GENERAL INFORMATION

- a. Bids must be in English Language and signed by an official authorised by the bidder;
- b. Bids submitted after the deadline for submission would be returned un-opened;
- c. Bidders should not bid for more than One (1) Lots
- d. All costs will be borne by the bidders;
- e. 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;
- f. The AIB 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
 Management
 26th August, 2019.



ACCIDENT INVESTIGATION BUREAU (AIB)

P.M.B, 016,
MURTALA MUHAMMED INTERNATIONAL AIRPORT,
IKEJA, LAGOS. www.aib.gov.ng

INVITATION TO TENDER

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- Lot 1 Provision of janitorial services and sundry works
- Lot 2 Provision of Security Services

2.0 In light of the foregoing, the Accident Investigation Bureau (AIB) hereby invites competent firms to submit proposal for these services.

3.0 SCOPE OF THE WORKS

The scope of the works is provided in the standard request for proposal.

4.0 TENDER REQUIREMENTS

Bidders are expected to possess the following minimum qualification criteria:

- i. Evidence of Registration with Corporate Affairs Commission;
- ii. Satisfactory evidence of tax payment or tax clearance for the last three consecutive years (2016, 2017 & 2018);
- iii. Audited Account for the last three years (2016, 2017 & 2018)
- iv. Experience as a prime contractor in at least 2 jobs of similar nature within the last 3 years;
- v. Evidence of registration/remittances/compliance with PENCOM, ITF and NSITF;
- vi. Evidence of registration with the Bureau of Public Procurement (BPP)
- vii. Evidence of list/ ownership of relevant Equipments

- viii. Evidence of financial capability
- ix. Sworn affidavit

Additional Requirement for Cleaning Services

- i. Evidence of Registration with Environmental Health Officers Registration Council of Nigeria.

Additional Requirement for Security Services

Evidence of Registration with Nigeria Security and Civil Defense Corps.

5.0 COLLECTION OF TENDER DOCUMENTS

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6.0 SUBMISSION AND OPENING OF TENDERS

Completed documents should be returned by hand **not later than 12.00 noon on 7th October, 2019** in two (2) hard and soft copies, enclosed in a sealed envelopes marked **PROPOSAL** for Cleaning Services or Security Services, addressed and submitted to: procurement department, Ground Floor, Accident Investigation Bureau (AIB) Murtala Muhammed International Airport, Ikeja, Lagos.

Signed
Management
26th August, 2019.



ACCIDENT INVESTIGATION BUREAU (AIB)

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- v. Evidence of registration/remittances/compliance with PENCOM, ITF and NSITF;
- vi. Evidence of registration with the Bureau of Public Procurement (BPP)
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viii. Evidence of financial capability

ix. Sworn affidavit

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Additional Requirement for Security Services

Evidence of Registration with Nigeria Security and Civil Defense Corps.

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INVITATION TO TENDER

1. INTRODUCTION

In compliance with the Public Procurement Act 2007, the Accident Investigation Bureau (AIB) is desirous of engaging the competent Firm for the Procurement and Supply of Operational vehicles. In light of the foregoing, the Accident Investigation Bureau (AIB) hereby invites competent firms to submit proposal for the supply.

2. SCOPE OF THE SUPPLY

Lot 1: Procurement and Supply of Operational vehicles

3. ELIGIBILITY REQUIREMENTS

Bidders are expected to possess the following minimum qualification criteria:

- i. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- ii. Evidence of Company income's Tax Clearance Certificate for the last three (3) years valid till 31st December, 2019;
- iii. Evidence of current Pension Compliance Certificate Valid till 31st December 2019;
- iv. Evidence of current Industrial Training Funds (ITF) Compliance Certificate valid till 31st December, 2019;
- v. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) compliance certificate valid till 31st December, 2019;
- vi. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service providers by submission of Interim Registration Report (IRR) expiring on 31st January, 2020 or valid Certificate issued by BPP
- vii. Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Accident Investigation Bureau 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;
- viii. Company's Audited Account for the last three years- 2016, 2017, 2018;
- ix. 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;
- x. Company's profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualification;
- xi. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of award, valuation Certificate, Job Completion Certificate and photograph of the projects;
- xii. 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
- xiii. All Document 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 Letter Head Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the pages, duly signed by the authorized officer of the firm.

4. COLLECTION OF TENDER DOCUMENTS

All interested bidders are hereby requested to collect Standard Bidding Document (SBD) for the supply from the Office of the General Manager (Procurement), ground floor, Accident Investigation Bureau (AIB), Murtala Muhammed International Airport, Ikeja, Lagos, as from 18th November, 2019 upon presentation of evidence of payment of non-refundable tender fee of N10,000.00 per Lot payable to Accident Investigation Bureau's TSA Account in any reputable commercial bank in Nigeria.

5.0 SUBMISSION AND OPENING OF TENDERS

Prospective bidders are to submit bid for the Lot, two (2) hard copy of each of the technical and financial bids with softcopy of financial bid only in Excel format, packaged separately in sealed envelopes are clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger envelope addressed to the Head of Procurement, Ground Floor, Accident Investigation Bureau (AIB) Murtala Muhammed International Airport, Ikeja, Lagos and clearly marked with (the name of the project and the lot number). Furthermore, The reverse of each sealed envelopes should have the name and address of the bidder and dropped in the designated Tender Box not later than 12:00 noon on Monday, 30th December, 2019.

6.0 OPENING OF TECHNICAL BIDS

The Technical bids will be opened immediately after the deadline for submission at 12:00 noon on Monday, 30th December, 2019 at AIB office MMIA, Ikeja Lagos State in the presence of the bidders or their representatives, while the financial bids will be kept un-opened. Please, ensure that you sign the Bid submission Register as AIB will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head of Procurement.

7.0 GENERAL INFORMATION

- a. Bids must be in English Language and signed by the bidder;
- b. Bid submitted after the deadline for submission would be returned un-opened;
- c. All costs will be borne by the bidders
- d. Only pre-qualified bidders at technical evaluation will be invited at a later date for the Financial bid opening, while the financial bids of unsuccessful bidders will be returned un-opened;
- e. The AIB is not bound to pre-qualify any bidder 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: Management



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1. INTRODUCTION

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2. SCOPE OF THE SUPPLY

Lot 1: Procurement and Supply of Operational vehicles

3. ELIGIBILITY REQUIREMENTS

Bidders are expected to possess the following minimum qualification criteria:

- i. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- ii. Evidence of Company income's Tax Clearance Certificate for the last three (3) years valid till 31st December, 2019;
- iii. Evidence of current Pension Compliance Certificate Valid till 31st December 2019;
- iv. Evidence of current Industrial Training Funds (ITF) Compliance Certificate valid till 31st December, 2019;
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- vii. Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Accident Investigation Bureau 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;
- viii. Company's Audited Account for the last three years- 2016, 2017, 2018;
- ix. 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;
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