

1st September, 2020.



FEDERAL REPUBLIC OF NIGERIA

**BUREAU OF PUBLIC SERVICE REFORMS
THE PRESIDENCY**

Federal Secretariat Complex, Phase II Block D, Shehu Shagari Way Abuja

2020 PROCUREMENT ADVERT

1.0 INTRODUCTION

The Federal Government of Nigeria has allocated Funds to the Bureau of Public Service Reforms (BPSR) in the 2020 Capital Appropriation for the procurement of Goods, Works and Services for the execution of policies, programmes and projects towards achieving the mandate of the Bureau.

Accordingly, Bureau of Public Service Reforms wishes to invite qualified, interested and eligible Vendors, Contractors and Consultants to participate in the bidding process.

LOT	PROJECT TITLE/DESCRIPTION
	EXPRESSION OF INTEREST (EOI) 2.0 CATEGORY A: CONSULTANCY SERVICE
LOT/2020/SIR/EOI/01	FUNCTIONAL REVIEW AND RATIONALISATION OF MINISTRIES AND AGENCIES
LOT/2020/SIR/EOI/02	STRATEGY ON INCREASING AGRICULTURAL PRODUCTIVITY BY REMOVAL OF CONSTRAINTS TO AVAILABILITY OF AGRICULTURAL PRODUCTS
LOT/2020/SIR/EOI/03	STUDY ON THE IMPLEMENTATION OF EFFICIENCY, PRODUCTION, INTEGRITY AND CITIZEN CENTERED SERVICES
LOT/2020/SIR/EOI/04	PERCEPTION SURVEY ON IMPLEMENTATION OF PUBLIC SERVICE REFORM
LOT/2020/SIR/EOI/05	STUDY ON THE CONTRIBUTION OF MDAS IN CREATING A MORE BUSINESS FRIENDLY ENVIRONMENT
LOT/2020/SIR/EOI/06	STUDIES ON REFORMS WITH RESPECT TO IMPLEMENTATION OF EXECUTIVE ORDERS
LOT/2020/SIR/EOI/07	PROMOTION OF OPEN GOVERNMENT PARTNERSHIP AND EFFECTIVE IMPLEMENTATION OF NATIONAL ANTI-CORRUPTION STRATEGIC
LOT/2020/SIR/EOI/08	IDENTIFICATION OF EFFECTIVE IMPLEMENTATION OF REFORM MODALITIES
	INVITATION TO TENDER 2.1 CATEGORY B: GOODS
LOT/2020/CS/G/01	PURCHASE OF FIRE FIGHTING EQUIPMENT

2.0 ELIGIBILITY REQUIREMENTS:

Interested and competent Contractors wishing to carry out the above listed jobs are required to submit the following documents which will be subjected to verification by the Bureau:

- Certificate of Incorporation with Corporate Affairs Commission (CAC) including Form CAC2 and CAC7;
- Evidence of Company Income Tax Certificate for the last three years (**2017, 2018 & 2019**) valid till 31st December, 2020
- Evidence of current Pension Compliance Certificate valid till 31st December, 2020
- Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2020;

- e. Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers with the Bureau of Public Procurement (BPP) by submission of the Interim Registration Report (IRR) certificate expiring on 30/12/2020 or valid certificate issued by BPP;
- f. Evidence of current Nigeria Social Insurance Trust fund (NSITF) Compliance Certificate valid till 31st December, 2020;
- g. Sworn Affidavit disclosing whether or not any Officer of Bureau of Public Service Reforms 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;
- h. Company's Audited Accounts for the last three years **(2017, 2018 & 2019)**;
- i. Evidence of financial capability to execute the project including Reference Letter from a reputable commercial bank including willingness to provide credit facility for the execution of the project when needed;
- j. Company Profile with the Curriculum Vitae of key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- k. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Award, Valuation Certificates, Job Completion Certificates and Photographs of the projects, Experience of working with BPSR would be an added advantage;
- l. 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 Letter Head Paper must bear the Names and Nationality of the Directors of the Company at the bottom of the page, duly signed by the authorized officer of the firm.

3 SUBMISSION OF TENDER DOCUMENT:

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 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 Director General, Bureau of Public Service Reforms, Federal Secretariat Complex, Phase II, Shehu Shagari Way, Abuja.)** 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 in front of the Procurement office, on or before **12 pm, 15th September, 2020** for **EXPRESSION OF INTEREST (EOI) and Invitation to Tender**

4 OPENING OF BID

The Technical bids & EOI documents will be opened immediately after the deadline for submission on **15th September, 2020** at the Director General Conference Room, **Bureau of Public Service Reforms, Federal Secretariat Complex, Phase II, Shehu Shagari Way, Abuja** in, while the financial bids will be kept un-opened. Please, ensure that you sign the Bid submission Register in the Procurement Department Room (317), **Bureau of Public Service Reforms, Federal Secretariat Complex, Phase II, Shehu Shagari Way, Abuja**, as the **Bureau of Public Service Reforms** will not be held liable for misplaced or wrongly submitted bids.

5 GENERAL INFORMATION

- a. Bids must be in English Language and signed by an official authorized by the bidder;
- b. Bids submitted after the deadline for submission would be returned un-opened;
- c. Bidders should not bid for more than two (2) Lots (**note: this maximum ceiling is important in order not to over-stretch bidder's capacity, and causing delay in project delivery**)
- d. All costs will be borne by the bidders;
- e. Presence of bidders/rep. and members of the public shall not be required during the bid opening in compliance with covid19 Guidelines. The bids opening will be covered by video recording with presence two (2) representative of civil society organization in the area of Anti-Corruption/Transparency.
- f. The **Bureau of Public Service Reforms** 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
Director General
 Bureau of Public Service Reforms, Abuja