



# LEGAL AID COUNCIL

CHIMEZIE IKEAZOR SAN HOUSE, 22, PORTHARCOURT  
CRESCENT, OFF GIMBIYA STREET, AREA 11, ABUJA.

## INVITATION TO TENDER FOR 2024 CAPITAL PROJECTS

### 1. INTRODUCTION

The Legal Aid Council of Nigeria in implementation of her 2024 capital projects and in compliance with the Public Procurement Act 2007 hereby invites interested Contractors with relevant experience to submit Tenders for the following projects.

### 2. SCOPE OF WORK

CATEGORY	LOT NO	DESCRIPTION
Goods	G01	Purchase of Up-to-Date Law Books and Law Reports.
	G02	Purchase of Office Furniture and Fittings.
	G03	Purchase of Computer Printers
	G04	Purchase of Photocopying Machines
	G05	Purchase of Computers
Works	W01	Rehabilitation / Repairs of Office Building Hqtrs

### 3. ELIGIBILITY REQUIREMENTS

Prospective bidders must possess the under -listed requirements:

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC07, Business Name is acceptable for Consultancy Service.
- b. Evidence of Company Income Tax Clearance Certificate for the last three (3) years valid till 31<sup>st</sup> December, 2024;
- c. Evidence of current Pension Compliance Certificate valid till 31<sup>st</sup> December, 2024;
- d. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2024;
- e. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December, 2024;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants, and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2024 or valid Certificate issued by BPP;
- g. Sworn affidavit disclosing whether or not any officer of the relevant committees of the Legal Aid Council 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 (3) years- 2021, 2022, 2023.
- i. Evidence of financial capacity 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.
- 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, etc.
- k. Verifiable documentary evidence of at least 3 (three) years similar jobs executed in the last 5 years including letter of awards, valuation certificate, job completion certificate and photograph of the projects

- l. Evidence of current registration/accreditation with Computer Professional Registration Council of Nigeria and National Information Technology Development Agency (NITDA).
- m. For joint venture/partnership, memorandum of understanding (MOU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR and Sworn Affidavit are compulsory for each JV partner)
- n. 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 must bear the names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorized Officer of the Firm

#### **4. COLLECTION OF TENDER DOCUMENTS**

Interested Companies are to collect Standard Bid Document (SBD) from the Procurement Unit, *Second Floor, Legal Aid Council, Chimezie Ikeazor SAN House, No. 22 Port Harcourt Crescent, Off Gimbiya Street, Area 11, Garki, Abuja* between 9:30am – 3:30pm daily on evidence of payment of non-refundable tender fees of N10,000.00 only per Lot paid into Legal Aid Council's REMITA account in any reputable commercial bank in Nigeria.

#### **5. SUBMISSION OF BID DOCUMENTS**

Interested Companies are to submit for each Lot, Hard copies of Technical and Financial Bids packaged in separate sealed envelopes and distinctively marked Technical Bid and Financial Bid respectively. The Envelopes should thereafter be enclosed in a bigger sealed envelope, addressed to:

**The Director General,  
Legal Aid Council  
Chimezie Ikeazor SAN House,  
No.22 Port Harcourt Crescent,  
Off Gimbiya Street, Area 11,  
Garki, Abuja**

And clearly marked with the project title and Lot number. In addition, the reverse side of each envelope should indicate the name and address of the bidder and dropped in designated Tender Box at the entrance of the Conference room, 3<sup>rd</sup> floor of Legal Aid Council not later than **12 noon on Monday, 18<sup>th</sup> November 2024**.

Kindly ensure you sign the bid submission register, as the Legal Aid Council shall not be liable for misplaced or wrongly submitted bid

#### **6. OPENING OF TENDER DOCUMENTS**

The Tender documents will be opened immediately after the deadline for submission which is **12:00noon on Monday, 18<sup>th</sup> November 2024** at the Conference Room (3rd Floor), Legal Aid Council, No.22 Port Harcourt Crescent, Area 11, Garki, Abuja in the presence of bidders or their representatives.

#### **7. GENERAL INFORMATION**

- Bids must be in English Language and signed by an official authorized by the bidder;
- Bids submitted after the deadline for submission would be returned un-opened;
- All costs will be borne by the bidders.
- Legal Aid Council is not bound to pre-qualify/shortlist any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance to Section 28 of the Public Procurement Act, 2007

**Signed  
Management  
LEGAL AID COUNCIL**