

CENTRAL BANK OF NIGERIA
INVITATION TO TENDER FOR THE PRINTING OF 15,000 COPIES OF THE
NATIONAL MICROFINANCE DEVELOPMENT STRATEGY DOCUMENT

The Central Bank of Nigeria hereby invites reputable printing outfits with proven experience and expertise in handling flagship publications to tender for the printing of the above document.

SCOPE OF WORK

The scope of work involves the printing of 15,000 copies of full colour process of the National Microfinance development Strategy document.

The sample of the report is available for inspection in the office of the Administrator, Research Department.

SPECIFIC REQUIREMENTS

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|----------------------------|--|
| a. Paper grammage | 120gms |
| b. Front type/size | Century gothic 10 points, single line spacing |
| c. Colour design | Full colour process |
| d. Cover design | 300gms, suede forest green card, foiled and embossed |
| e. Trim size of the report | 11 by 8 |
| f. Inner decorations | 150gms, suede forest green paper |

PREQUALIFICATION REQUIREMENT

Interested and competent contractors wishing to carry out the above job must submit the following documents with the expression of interest: -

Mandatory. (Without which companies will be disqualified)

- (i) Evidence of registration with Corporate Affairs Commission.
- (ii) Certified true copy of Memorandum and Article of Association.
- (iii) Evidence of payment of tax for the last three (3) years **as at when due** (such evidence should reflect the value of the projects undertaken by the Company in the last three (3) years).
- (iv) Certificate of Compliance issued by the National Pension Commission as evidence of fulfilling employer's obligation to employees with respect to pensions.
- (v) Evidence of payment of training contributions to ITF (Industrial Training Fund).
- (vi) Evidence of Registration with FRC (Financial Reporting Council of Nigeria).

Others

- (vii) Comprehensive company profile.
- (viii) Proposed Management team, Organisational Chart, with CV's of key personnel to be deployed on the Project.
- (ix) Evidence of successfully executing projects within the last five years, (Copies of letters of award & successful completion certificates and supporting reference letters should be attached)
- (x) Reference letter from bank stating willingness to grant a credit

- (xi) Current Company's audited statement of accounts for the past 3 years, and duly stamped by a registered Auditor. (Note that account statements will be compared with submitted tax clearance certificates)
- (xii) Company's registered address, functional contact email address, GSM phone number(s) and facsimile number(s).

SUBMISSION

Application for Expression of Interest, accompanied by the above listed documents should be forwarded in wax sealed envelop boldly marked at the top left corner: -

***"Expression of Interest for the at CBN
..... Branch"***

And addressed to:-

***The Secretary,
Major Contracts Tenders Committee
2nd Floor, Wing C, CBN Head Office Complex,
Central Business District,
Abuja, FCT Nigeria.
Fax No: 09-616-38239
e-mail:- igbadamosi@cbn.gov.ng***

CLOSING DATE

All submissions must be received at the above Office not later than 6 weeks from the date of this publication.

IMPORTANT NOTICE

- a) This is not an invitation to tender. Full tendering procedure will be applied to contractors prequalified and found capable of executing the project.***
- b) Only Successful Contractors will be contacted for the tender process.***
- c) Nothing in the advert shall be construed to be a commitment on the part of the CBN.***

Signed:
**Management,
Central Bank of Nigeria**