



CENTRAL BANK OF NIGERIA
www.cbn.gov.ng

INVITATION FOR THE SUBMISSION OF TENDER FOR THE PROVISION OF IT WORK TOOLS MAINTENANCE SERVICE TO THE CENTRAL BANK OF NIGERIA

1. INTRODUCTION

The Central Bank of Nigeria - CBN is soliciting for tender from a qualified and competent vendor to perform the following objectives:

- Provision of basic maintenance service for all CBN IT Worktools.
- Provision of comprehensive maintenance service for all CBN IT Worktools.
- Provision of remedial maintenance service for all CBN IT Worktools.

The CBN IT Worktools are spread over the following locations:

- Head Office, Abuja
- 37 branches
- Lagos Learning Centre
- Mint Inspectorate, Abuja and Lagos
- International Training Institute, Abuja
- FSS2020 Office, Abuja
- Medical, Abuja and Lagos.

Vendors should submit bids for maintenance of ALL Locations.

2. SCOPE OF WORK

- Provision of basic, comprehensive and remedial maintenance for the following categories of IT Worktools:

S/N	Worktool Type
1	Desktop PCs
2	Laptops/Notebooks/Tablet PCs
3	Printers
4	Scanners

- Provision of on-site services by Resident Engineers between the hours of 8:00AM and 5:00PM, Mondays to Fridays except on public holidays.
- Ensuring a 99.9% availability of IT Worktools.

3. MANDATORY REQUIREMENTS

Interested and competent companies wishing to carry out the above job must submit the following documents for verification:

- Evidence of certificate of incorporation and registration with the Corporate Affairs Commission (CAC)
- Certified true copy of memorandum and article of association
- Evidence of Company Tax clearance certificate for the last three (3) years (2013, 2014 and 2015) as at when due
- Current Pension Clearance Certificate from PENCOM.
- Evidence of compliance Certificate with provision of section 6(1)(3) of the amended Industrial Training Fund (ITF) Act No.19 of 2011
- Evidence of registration with Financial Reporting Council (FRC)
- An Interim Registration Report (IRR) as evidence of registration on the National Database of contractors, consultants and service providers.
- An affidavit disclosing whether or not any officer of the Central Bank of Nigeria or Bureau of Public Procurement is a former or present director, shareholder or has any pecuniary interest in the company.
- Evidence of being an OEM Direct Delivery Service Centre or an OEM Channel Service Centre

OTHER REQUIREMENTS

- (a) Comprehensive company profile including registered office, functional contact email address, GSM phone number(s) and facsimile number(s)
- (b) Verifiable evidence of similar jobs successfully executed in the past
- (c) Reference letter from a Bank stating the financial ability of the Vendor to carry out such project(s)
- (d) Current company's audited accounts in the last three (3) years duly stamped by licensed Auditors.

4. COLLECTION OF BID DOCUMENT

Interested companies who possess the above minimum requirements may collect the bidding documents on the payment of a non-refundable fee of **N30,000.00** (Bank Draft in favour of Central Bank of Nigeria) from:

The Secretary,
Major Contracts Tenders Committee
2nd Floor, Wing C
CBN Head Office Complex,
Central Business District,
Abuja, FCT Nigeria.
Phone No: 09-462-37216

5. SUBMISSION

The submissions shall be in two separate envelopes as follows:

- a) The general requirements and technical proposal should be submitted in a wax sealed envelope boldly marked at the top left corner:

"PREQUALIFICATION AND TENDER FOR PROVISION OF MAINTENANCE SERVICES FOR CBN IT WORKTOOLS"

- b) The Financial Proposal should be submitted in a second wax sealed envelope boldly marked at the top left corner:

"FINANCIAL PROPOSAL FOR PROVISION OF MAINTENANCE SERVICES FOR CBN IT WORKTOOLS."

And addressed to:-

The Secretary,
Major Contracts Tenders Committee
2nd Floor, Wing C, CBN, Head Office Complex
Central Business District, Abuja

6. CLOSING DATE:

All submission must be received at the above Office not later than 12:00 Noon on 6th June, 2017.

7. OPENING DATE:

The prequalification and Technical Proposal will be opened immediately, after close of submission of the bid on 6th June, 2017.

8. IMPORTANT NOTICE

- o Documents included in your submission must be clearly itemized on the application.
- o Nothing on the advert shall be constructed to be a commitment on the part of the CBN.
- o Applicants are entirely liable to the veracity of the documents submitted by them.

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