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## CENTRAL BANK OF NIGERIA

### **REQUEST FOR PROPOSALS FOR THE PROVISION OF COURIER SERVICES FOR THE CENTRAL BANK OF NIGERIA**

#### **1.0 INTRODUCTION:**

The Central Bank of Nigeria hereby invites reputable Courier Service Providers, with proven experience in handling corporate courier services and registered to do business in Nigeria to apply to prequalify and tender for the provision of courier services in the Central Bank of Nigeria.

#### **2.0 SCOPE OF WORK**

The Scope of the service which shall be for a three (3) year period includes but not limited to the:

- (a) Maintenance of two (2) mail rooms and mail distribution services at the administrative offices in Abuja and Lagos.
- (b) Mail handling services at all Central Bank of Nigeria Branches, Currency Centers, Learning centers, Lagos, and International Training Institute, Abuja.

#### **3.0. REQUIREMENTS:**

Interested and competent vendors wishing to provide the above services to the CBN are required to submit Technical and Financial proposals prepared in English Language with the following requirements which shall be used as criteria for pre-qualification.

##### **3.1. Mandatory Requirements (without which the firm will be disqualified)**

- a) Evidence of Certificate of Incorporation and Registration with the Corporate Affairs Commission (CAC) including Form CAC2 and CAC7;
- b) Certified true copy of Memorandum and Article of Association;
- c) Evidence of Company Tax Clearance Certificate for the last three (3) years (2020, 2021, and 2022) as at when due (such evidence should reflect the value of the projects undertaken by the company in the last three (3) years);
- d) Current Pension Clearance Certificate from PENCOM;
- e) Evidence of Compliance Certificate with the provisions of Section 6(1)(3) of the amended Industrial Training Fund (ITF) Act No.19 of 2011;
- f) Evidence of registration with Financial Reporting Council of Nigeria (FRCN);
- g) Sworn affidavit disclosing:
  - That the company is not in receivership, insolvent or bankrupt

- That the company does not have any Director who has ever been convicted in any court in Nigeria or any other country for criminal offence in relation to fraud or financial impropriety
  - Whether or not any officer of the relevant committee of the Central Bank of Nigeria or the Bureau of Public Procurement (BPP) is a former or present Director, Shareholder or has any pecuniary interest in the bidder
  - That all documents submitted for the bidding are true and correct in all particulars.
- h) An Interim Registration Report (IRR) as Evidence of Registration on the BPP National Database of Contractors, Consultants and Service Providers;
  - i) Employees' Compensation Scheme (ECS) Compliance Certificate issued by the Nigeria Social Insurance Trust Fund (NSITF);
  - j) Comprehensive company profile including registered office, functional contact email address, GSM phone number(s), and facsimile number(s) with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
  - k) Company's Audited Statement of Accounts for the last three (3) years (2020, 2021, and 2022) duly stamped by licensed Auditors;
  - l) Evidence of financial capability to execute the project including a Reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;
  - m) Verifiable documentary evidence of at least three (3) similar jobs executed in the last four (4) years including Letters of Awards, and Job Completion Certificates;
  - n) Evidence of Local/International registration/certification with Courier Services Associations/Institute
  - o) 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 (Domain). 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 authorized officer of the firm.

### **3.2. General Requirements:**

The Respondents shall include general information detailing;

- Comprehensive company profile including Curriculum Vitae of key personnel supported by professional licenses (where applicable), registered address, functional contact email address, GSM phone number(s) and facsimile number(s)
- Company general organizational structure
- Audited accounts in the last three (3) years duly stamped by Licensed Auditors
- Details of relevant verifiable experience of similar services and of similar characteristics that the company had undertaken in the last five (5) years, including copies of relevant award letters and confirmation of satisfactory service delivery
- References of satisfactory performance on similar projects from three (3) previous clients

- Description and specification of equipment currently owned by the company with the proof of ownership
- Methods of tracking goods in transit

#### **4.0 COLLECTION OF BID DOCUMENTS**

Interested Service Providers who possess the above minimum requirements may collect the bidding documents on the payment of a **non-refundable fee of ₦10,000.00** (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(☎):08176656099  
Email: [mctc@cbn.gov.ng](mailto:mctc@cbn.gov.ng)**

#### **5.0 SUBMISSION:**

The submission shall be in two separate envelopes as follows;

- a) The general requirements should be submitted in a wax-sealed envelope boldly marked at the top left corner:-  
***“Prequalification and Technical Proposal for the “PROVISION OF COURIER SERVICES IN THE CENTRAL BANK OF NIGERIA.”***
- b) The Financial Proposal should be submitted in a second, wax-sealed envelope boldly marked at the top left corner:-

***Financial Proposal for the “PROVISION OF COURIER SERVICES IN THE CENTRAL BANK OF NIGERIA.”***

And addressed to:-

**The Secretary  
Major Contracts Tenders Committee  
2<sup>nd</sup> Floor, Wing C  
CBN Head Office Complex  
Central Business District  
Abuja, FCT Nigeria  
Phone(☎):07080650457, 08176656099  
E-Mail: [mctc@cbn.gov.ng](mailto:mctc@cbn.gov.ng)**

**6.0 CLOSING DATE:**

All submissions must be received at the above Office not later than 2:00 pm on 14<sup>th</sup> December, 2023.

**7.0 BID OPENING DATE:**

The prequalification and Technical Proposal will be opened immediately, after close of submission of the bid on 14<sup>th</sup> December, 2023.

**8.0 IMPORTANT NOTICE**

- a) *Only the successful company(s) will be notified formally*
- b) *Nothing in the advert shall be construed to be a commitment on the part of the CBN*
- c) *Companies would be assessed solely on their submission*

**Signed  
MANAGEMENT  
CENTRAL BANK OF NIGERIA**