



## **CENTRAL BANK OF NIGERIA**

### **INVITATION**

#### **TO TENDER FOR THE DESIGN, INSTALLATION AND COMMISSIONING OF A SECURED EXECUTIVE BRIEFING CENTER AND INSTALLATION OF TELEPRESENCE SOLUTION IN ABUJA & LAGOS OFFICES OF CBN**

**(REF: CBN/ITD/PMO/RFP/EBC/001)**

1. The Central Bank of Nigeria (hereafter referred to as “CBN” or “the Bank”), being the apex Bank of the country, occupies a central position in the economic and social development of Nigeria. In order to fulfil its vision of being the best in class among the world’s central banks has deployed Information Technology (IT) infrastructure and enterprise applications to support its core business processes and enable delivery of its strategic objectives.
2. The CBN is seeking to deploy a Secured Executive Briefing Center in Head office and Telepresence equipment in its Abuja and Lagos offices.
3. CBN now invites sealed bids in two (2) Lots from bidders to deploy a Secured Executive Briefing center solution (Lot 1) and installation of Telepresence equipment in Abuja and Lagos offices (Lot 2). This Request for Proposal (RFP) is being extended to a set of eligible and competent Vendors.
4. Proposals from single vendor or from multiple vendors working together as a team will both be considered. The ideal vendor(s) will have certified knowledge and verifiable capacity and experience in the collaboration industry. Experience in the public or banking sector is preferred, but not mandatory.
5. Failure to sign and seal your bid as required may cause your bid to be deemed non-responsive, and the CBN will not be responsible for non-receipt of a bid that is incorrectly addressed or identified. In addition, partial bids, i.e., bids which do not cover all the essential requirements of the CBN as specified in this document, will be treated as non-responsive and will be rejected.

6. All enquires, including requests for any clarification in respect of the bidding documents, up to one (1) week prior to the deadline for submission of the bids, should be directed to the address below.

### **GENERAL REQUIREMENT**

Interested and competent vendors wishing to provide the above service to CBN must submit the following documents for verification:-

- a.) Evidence of registration with Corporate Affairs Commission
- b.) Evidence of payment of tax for the last three (3) years **as and when due**.
- c.) Comprehensive company profile including registered address, functional contact email address, GSM phone number(s), facsimile number(s).
- d.) Verifiable evidence of similar jobs successfully executed in the past.
- e.) Reference letter from bank stating financial ability to carry out such service(s).
- f.) Current company's audited statement of account.
- g.) Certificate of Compliance issued by the National Pension Commission as evidence of fulfilling employer's obligation to employees with respect to pensions.
- h.) Evidence of payment of training contributions to ITF (Industrial Training Fund).
- i.) Evidence of registration with FRC (Financial Reporting Council).

### **SPECIFIC REQUIREMENT**

All requirements are mandatory.

### **COLLECTION OF BID DOCUMENTS**

Interested companies who possess the above minimum requirements may collect the detailed RFP documents on the payment of a **non-refundable fee of ₦50, 000.00** (Bank Draft in favour of Central Bank of Nigeria) from:

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

### **SUBMISSION**

Completed tender documents, including all the above listed documents should be forwarded in a wax sealed envelope boldly marked at the top left corner:-

**"TENDER FOR THE DESIGN, INSTALLATION AND COMMISSIONING OF A SECURED EXECUTIVE BRIEFING CENTER AND INSTALLATION OF TELEPRESENCE SOLUTION IN ABUJA & LAGOS OFFICES OF CBN**

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 No: 09-462-37216  
E-mail: [mctc@cbn.gov.ng](mailto:mctc@cbn.gov.ng)**

**Closing Date**

All submissions must be received at the above Office not later than 16.00 on 29th October, 2013 .

**Opening Date**

All submissions will be opened on 31<sup>st</sup> October, 2013 at 11.00am at 2<sup>nd</sup> Floor Wing D, Procurement & Support Services Department, Central Bank of Nigeria.

**IMPORTANT NOTICE**

- A) *Nothing in the advert shall be construed to be a commitment on the part of the CBN.*
- B) *The successful company(s) will be notified formally.*

**Signed:**

**MANAGEMENT**