



INVITATION TO TENDER FOR THE PRINTING OF THE CBN 2013 ANNUAL REPORT

INTRODUCTION

The Central Bank of Nigeria (CBN) hereby invites reputable printing outfits with proven experience and expertise in handling flagship publications to tender for the printing of the CBN 2013 Annual Report.

SCOPE OF WORK

The scope of work involves the printing of six thousand (6,000) of full colour process Annual Report, with a page extent estimated at 370 pages. Your tender should be based on the under mentioned (a – f) specific requirements and contain information on (h –j). In addition, your tender should meet other general requirements on (i – ix). The page rate should be inclusive of the value-added tax.

The sample of the Report is available for inspection in the Office of the Administrator, Research Department.

SPECIFIC REQUIREMENTS

- | | |
|------------------------------|--|
| (a) Paper Grammage: | 120gms extra coated com-coded white paper. |
| (b) Font Type/size: | Century Gothic 10 points.
Single Line Spacing |
| (c) Colour Design | Full Colour Process (As in the Sample). |
| (d) Cover Design | 300gms, Suede Forest Green Card, Foiled and Embossed Spot UV Designed. |
| (e) Trim Size of the Report: | 11 ^{1/8} " by 8" |
| (f) Inner Demarcations: | 150gms, Suede Forest Green Paper, |

Foiled Spot UV

(g) Binding: Perfect Binding

(h) Delivery Date:

(i) Page Rate:

(j) Payment Terms:

GENERAL REQUIREMENTS

- I. Evidence of registration with Corporate Affairs Commission (CAC).
- II. Certified True Copy of Memorandum and Articles of Association.
- III. Evidence of payment of tax for the last three (3) years **as at when due**.
- IV. Comprehensive company profile including registered office, functional contact email address, GSM phone number(s) facsimile number(s) and detailed Resume of relevant staff.
- V. Previous, verifiable evidence of experience on similar projects successfully executed in an organization similar in size and complexity to CBN in the past (evidence of verifiable certificate of completion should also be provided)
- VI. Reference letter from a bank (s) stating the financial ability of the Printer to carry out such project(s).
- VII. Current company's three (3) year audited statement of accounts (2011, 2012, and 2013).
- VIII. Certificate of compliance issued by the National Pension Commission as evidence of fulfilling employers' obligation to employees with respect to pension.
- IX. Evidence of remittance of Training contributions to the Industrial Training Fund (ITF).

SUBMISSION

Companies are to submit their bids in a wax-sealed envelope boldly marked at the top left corner "Bid for the printing of CBN 2013 Annual Report" and forwarded to:

The Secretary,

Major Contracts Tenders Committee

2nd Floor, Wing C

CBN Head Office Complex

Central Business District

Abuja, FCT, Nigeria.

CLOSING DATE

All submissions must be received at the above Office on or before 6th March,2014.

OPENING DATE

Tenders will be opened on the 11th March,2014 at the 2nd Floor Wing D, Procurement & Support Services Department, Central Bank of Nigeria.

Signed

MANAGEMENT