



CENTRAL BANK OF NIGERIA

INVITATION TO TENDER FOR THE PRINTING OF 2017 ANNUAL REPORT FOR THE CENTRAL BANK OF NIGERIA

1.0 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 2017 ANNUAL REPORT for the Bank.

2.0 SCOPE OF WORK

The scope of work involves the printing of Three Thousand (3,000) copies of full colour process. Your tender should be based on the under mentioned (a-f) specific requirements and contain information on (h-k). In addition, your tender should meet other requirements on (4.0). The page rate should be inclusive of the value added tax.

3.0. SPECIFIC REQUIREMENTS:

- (a) Paper Grammage: 120gms Excel Pro Digital paper (Real Excel Pro) 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 "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:
- (k) Number of Pages: 400 pages

4.0. GENERAL REQUIREMENTS:

4.1 MANDATORY REQUIREMENTS

Interested and competent vendors wishing to tender for the above **must** submit the following documents for verification:

- i. Certified true copy of the Certificate of Incorporation and Registration with the Corporate Affairs Commission(CAC);
- ii. Certified true copy of the Memorandum and Articles of Association;
- iii. Company Tax Clearance Certificate for the last three (3) years (2015, 2016 and 2017). Such evidence should reflect the value of the projects undertaken by the company in the last three (3) years;
- iv. Current Pension Clearance Certificate from PENCOM;
- v. Evidence of payment of training contributions to the Industrial Training Fund (ITF);

- vi. An affidavit disclosing whether or not any officer of the Central Bank of Nigeria is a former or present director, shareholder or has any pecuniary interest in the bidder and confirmation that all information presented in its bid are true and correct in all respects; and
- vii. An Interim Registration Report (IRR) as Evidence of Registration on the National Database of Contractors, Consultants and Service Providers.
- viii. Employees' Compensation Scheme (ECS) Compliance Certificate issued by the Nigeria Social Insurance Trust Fund (NSITF)

4.2 OTHER REQUIREMENTS

- i. Comprehensive company profile including registered office, functional contact email address, GSM phone number(s) and facsimile number(s)
- ii. Current company's audited financial statement of accounts duly stamped by the external Auditors
- iii. Verifiable evidence of similar jobs successfully executed in the past
- iv. Reference letter from a Bank stating the financial ability of the Vendor to carry out such project(s)

5.0 SUBMISSION:

Companies are to submit their bids in two separate envelopes (Technical & Financial) wax-sealed boldly marked at the top left corner "**BID FOR THE PRINTING OF 2017 ANNUAL REPORT FOR THE CENTRAL BANK OF NIGERIA**" and forwarded to:

**The Secretary
Major Contracts Tenders Committee
2nd Floor, Wing C
CBN Head Office Complex
Central Business District
Abuja, FCT Nigeria
Phone(☎): 09-462-37216
E-Mail:mctc@cbn.gov.ng**

6.0 CLOSING DATE:

All submissions must be received at the above Office not later than 12:00 noon on 23rd January, 2019.

7.0 OPENING DATE:

The tenders will be opened immediately after close of submission of the bid on the 23rd of January, 2019 at the 2nd Floor Wing D, Procurement & Support Services Department, Central Bank of Nigeria, Head Office, Abuja.

8.0 IMPORTANT NOTICE

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

**Signed
MANAGEMENT
CENTRAL BANK OF NIGERIA**