



## **INVITATION TO TENDER FOR THE PRINTING OF THE CBN 2011 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 2011 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 360 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 <sup>1</sup> / <sub>8</sub> " 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 REQUIREMENT**

- 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 project(s).
- f.) Current company's audited statement of accounts.
- g.) Evidence of employees Retirement Savings Accounts (RSA) with a Pension Fund Administrator.
- h.) Evidence of remitting employer and employee pension contributions to the appropriate pension fund custodian.
- i.) Evidence of transferring all Pension Funds and Assets prior to the commencement of the pension Reform Act to licensed pension operators.
- j.) 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 2011 Annual Report" and forwarded to:

The Secretary,  
Major Contracts Tenders Committee  
2<sup>nd</sup> Floor, Wing C  
CBN Head Office Complex  
Central Business District  
Abuja, FCT, Nigeria.

## **CLOSING DATE**

All submissions must be received at the above address not later than six weeks from the date of this publication.

## **OPENING DATE**

Tenders will be opened seven weeks from the date of this publication.

The Central Bank of Nigeria will enter into further communication only with the successful company.

**Signed**

MANAGEMENT