

ADMINISTRATIVE STAFF COLLEGE OF NIGERIA
(A S C O N)
P.M.B. 1004,
TOPO – BADAGRY

PUBLIC NOTICE

INVITATION TO TENDER

Preamble

In compliance with the requirements of Public Procurement Act 2007, for certification of procedure for procurement of Goods, Works and Services in Federal Government Ministries, Department and Agencies, the Administrative Staff College of Nigeria (ASCON) wish to invite interested, competent and reputable Companies for the execution of its 2023 capital Projects.

S/N	Project Name	Lot No.
1.	Renovation of Library Building	Lot 1
2.	Renovation of Participants Chalets Block I to Block 5	Lot 2
3.	Renovation of Participants Chalets Block 11 to Block 15	Lot 3
4.	Renovation of Participants Chalets Block 21 to 25	Lot 4
5.	Purchase of Teaching/Learning Aid Equipment's, Projectors/Computer	Lot 5

2. Scope of Work

Detailed specification for the projects is as contained in the Tender Document available for collection in the Procurement Department, Room 19, Administrative/Teaching Block, ASCON Phase I Complex, Topo - Badagry.

3. Requirements:

To qualify for consideration, prospective bidders must submit a Corporate Profile of the Company containing among other things;

- (i) *Evidence of company registration with Corporate Affairs Commission (CAC);*
- (ii) *Articles of Association/Memorandum;*
- (iii) *Tax Clearance Certificate;*
- (iv) *Evidence of Compliance with Pension Reform Act 2004;*
- (v) *Evidence of current Tax Clearance Certificate for the last three (3) years;*
- (vi) *Documented evidence of financial capacity to execute the job;*
- (vii) *Evidence of execution of similar jobs in the last three (3) years.*
- (viii) *Evidence of registration with Bureau of Public Procurement (BPP)*

- (ix) *Evidence of registration with Industrial Training Fund (ITF)*
- (x) *Personnel Profile (Technical and Administration) and*
- (xi) *Evidence of compliance with the Nigeria social Insurance Trust Fund (NSITF).*

4. Collection of Tender Document(s)

Tender documents should be collected from the Office of the Deputy Director of Studies In-Charge (Procurement), Room 19, Administrative/Teaching Block, ASCON Phase I

Complex, Topo - Badagry on presentation of evidence of payment of a non-refundable fee of ₦10,000.00 (Ten Thousand Naira) only.

5. Submission of Tender Document(s)

Completed tender document must be submitted in sealed envelope and clearly marked the Project name and LOT Number. The envelope which should be addressed to the Director-General, ASCON, P.M.B. 1004, Topo - Badagry must be deposited in the designated Tender Box in the Office of the Director-General on or before 10th **March, 2023.**

6. Opening of Bids

All bidders or their representatives, Civil Society Organization and Interested Stakeholders are invited to attend the Public Opening of Tenders as scheduled to take place immediately following the close of submission by 12noon same day in the College Boardroom.

Signed

Director-General

10th February, 2023