

**Insert MDAs Name..........**

**INVITATION FOR BIDS (IFB)**

**IFB///20**

**Project title**

**Date of Bid Issuance: …... 2020**

1. **INTRODUCTION**

{Procuring Entity}………………………………………………………………………………………………………………………………………………………….under the contracts for the {project title} as presented in the table below:

**2.0** **LIST OF PROJECTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lots** | **Description of Activity** | **LGA** | **Delivery Period** | **Bid Security (N)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

**\* Interested Bidders can bid for one or more lots.**

Bidding will be conducted through National Competitive Bidding (NCB) procedures as specified in the Oyo State Public Procurement Guidelines for Works and are open to all bidders as defined in the guidelines.

The {Procuring Entity} now invites sealed bids from eligible and qualified contractors for the above contracts as detailed in the bidding document.

**3.0 QUALIFICATION REQUIREMENTS/ELIGIBILITY CRITERIA**

Interested and competent Contractors wishing to carry out the projects as described above will be required to submit the following documents:

1. Evidence of Registration with the Corporate Affairs Commission (CAC) with the inclusion of Certificate of Incorporation and Articles of Association.
2. Company Tax Clearance Certificate for the past three years. (insert range)
3. Possession of experience as a Prime Contractor in at least (2) project of similar nature and complexity with verifiable letter of contract award and certificate of job completion within the last Five (5) years.
4. Detailed Company profile and Organisation structure including names and telephone numbers of key personnel (Technical/Managerial).
5. Evidence of financial capability. (Reference letter from reputable bank)
6. Copies of VAT Registration with TIN number and evidences of VAT remittances for the last 3years. (insert range)
7. Company’s Audited Accounts for the last three years. (insert range)
8. Evidence of 3 years development levy for two directors.
9. Evidence of registration with Oyo State Bureau of Public Procurement (BPP)

**4.0 IMPORTANT INFORMATION**

(i) Additional details are provided in the Bidding Documents

(ii) All claims must be adequately substantiated with documents and must be verifiable.

(iii) The {Procuring Entity} shall deal directly with only the authorized officers of interested companies and not with their agents.

(iv) This bidding exercise shall not be construed as a commitment on the part of the {Procuring Entity} to award the contracts to anyone or even award any contracts at all.

(v) The {Procuring Entity} will not be responsible for any cost or expenses incurred by any interested party (i.e) in connection with site inspections or responses to this invitation.

(vi) The {Procuring Entity} reserves the right to annul the selection process at any time without incurring any liabilities and attributing any reason thereof.

(vii) Late submission will be rejected.

Interested eligible bidders may obtain further information from and inspect the bidding document at the {Procuring Entity} **(Office of the…………….) at………………..**

**5.0** **COLLECTION OF BID DOCUMENTS**.

A complete set of Bidding Document in English Language may be collected by interested bidders at the above address, upon the submission of a written application to:

The ------------------, {Procuring Entity}, …………………………………………………….

The Bidding Document may be collected by hand or sent by Courier at bidder’s expense.

**6.0** **SUBMISSION OF BID DOCUMENTS**

(1) One (1) original copy and three (3) other copies of bids are to be delivered in sealed envelope clearly marked with the project desired, e.g ‘’IFB **– {Project title} …………………………………………………….)”,** and address to: **The …………………**, {Procuring Entity} at ……………………………………………**,** and delivered at the same address on or before **12 noon on ………………………………., 2020**.

(2) And must be accompanied by a bid security (original) obtained from a reputable bank or insurance bond as indicated in the table above.

**7.0** **BID OPENING:**

Bids will be opened in the presence of bidders’ representatives who choose to attend on **…………………………………., 2020at 12 noon, at the Conference Room of the** {Procuring Entity}

**Signed**

**…………………………………………**

**For:** {Procuring Entity}