



NATIONAL PENSION COMMISSION

INVITATION TO TENDER

1.0 INTRODUCTION

The National Pension Commission requires the supply of HP Laptops and Desktops Computers. Consequently, the Commission wishes to invite accredited **HP Platinum, Gold and Silver Partners** to submit tender for the supply of HP Laptops and Desktops Computers with the following specifications:

S/N	DESCRIPTION	QUANTITY	SPECIFICATION
1	Desktop with Monitor	14	Model: HP EliteDesk 800 G2 series Desktop PC
2	HP Laptop	37	Model: HP EliteBook 850 G4 Notebook

2.0 MANDATORY REQUIREMENTS:

These are requirements without which a bidder shall be disqualified from further participation in the tender process. Prospective bidders are required to submit copies of the following documents:

1. Certificate of incorporation with Corporate Affairs Commission (CAC).
2. Compliance Certificate issued by the National Pension Commission (2016)
3. Tax Clearance Certificate for the last three years (2014, 2015 & 2016).
4. Evidence of registration on the Bureau for Public Procurement (BPP) National Database of Contractors, Consultants and Service providers.
5. Industrial Training Fund Certificate (2016)
6. Verifiable list of similar jobs successfully executed in the last three years including letters of award of contracts, project costs, job completion certificates (please provide contact addresses of the Clients).

3.0 OTHER REQUIREMENTS

1. Evidence of Financial Capability from a reputable Bank to execute the Projects.
2. Evidence of Partnership or Authorisation of Original Equipment Manufacturer (OEM).
3. A sworn affidavit confirming that all information, presented and attached are true and correct of the company and that no officer of PenCom is a former or present Director, Shareholder or has any pecuniary interest in the bidder.
4. In case of Joint Ventures, the company shall provide evidence of the Joint Venture Agreement executed by all parties in the Joint Venture.

Note:

- Documents to be submitted in fulfillment of the mandatory and other requirements should be arranged in the order listed.
- Tender documents should to be paginated with table of content indicating the pages on which items are to be found.

4.0 COLLECTION OF TENDER DOCUMENTS

Interested Companies are to pay a non-refundable fee of **₦25,000.00** (Twenty Five Thousand Naira) through the REMITA Platform in favour of the National Pension Commission and the RRR presented to the Procurement Department for collection of the tender document from **Friday, 26 May, 2017**.

5.0 SUBMISSION OF TENDER DOCUMENTS

The prospective bidders are to enclose the technical and financial bids (hard and soft copies) in two (2) separate Marked envelopes, and enclose the two envelopes in one sealed envelope and clearly marked **“Supply of HP Laptops and Desktops”** on the right hand corner, the name of the company on the reverse side of the envelope and addressed to:

The Ag. Director General
National Pension Commission
Plot 174, Adetokunbo Ademola Crescent
Wuse 2, Abuja

The tender documents are to be dropped in the Bid Box at the Mail Office of the Commission at the ground floor not later than **1.00pm Friday 9 June, 2017**. The bid opening shall commence immediately after close of submissions at the Auditorium located at the Block of Flats of the Commission’s office building located at 174 Adetokunbo Ademola Crescent, Wuse 2 Abuja. The representatives of prospective bidders’ are invited to witness the public opening exercise.

Disclaimer:

- Any submission after **1.00 pm Friday 9 June, 2017** shall be rejected.
- This advertisement is published for information purposes only and is not a commitment or obligation to award a contract by the Commission.
- The Commission is not bound to shortlist any vendor and reserves the right to annul the selection process at any time without incurring any liabilities and assigning any reasons thereof.
- The Commission reserves the right to verify the authenticity of any claim on the documents submitted.
- Successful companies in mandatory and technical evaluation stage will be invited for the financial bid opening.
- The Commission will only correspond with authorized officers of the successful vendor and not agents or persons acting on its behalf.

All enquiries should be directed in writing to:

The Ag. Director General
National Pension Commission
Plot 174 Adetokunbo Ademola Crescent,
Wuse 2, Abuja.

Email: procurement@pencom.gov.ng

Signed

**Management
National Pension Commission**