



CENTRAL BANK OF NIGERIA

www.cbn.gov.ng

REQUEST FOR PROPOSALS FOR THE PROVISION OF COURIER SERVICES FOR THE CENTRAL BANK OF NIGERIA

1.0 INTRODUCTION:

The Central Bank of Nigeria hereby invites reputable Courier Service Providers, with proven experience in handling corporate courier services and registered to do business in Nigeria to apply to prequalify and tender for the provision of courier services in the Central Bank of Nigeria.

2.0 SCOPE OF WORK

The Scope of the service which shall be for a three (3) year period include but not limited to:

- (a) Maintenance of two (2) mail rooms and mail distribution services at the administrative offices in Abuja and Lagos.
- (b) Mail handling services at all Central Bank of Nigeria Branches, Currency Centres and Learning Centre, Lagos.

3.0. REQUIREMENTS:

Interested and competent vendors wishing to provide the above services to the CBN are required to submit Technical and Financial proposals prepared in English Language with the following requirements which shall be used as criteria for pre-qualification.

3.1. Mandatory Requirements (without which the firm will be disqualified)

- a) Evidence of Certificate of Incorporation and Registration with the Corporate Affairs Commission (CAC)
- b) Certified true copy of Memorandum and Article of Association
- c) Evidence of Company Tax Clearance Certificate for the last three (3) years (2011, 2012 and 2013) as at when due. Such evidence should reflect the value of the projects undertaken by the firm in the last three (3) years
- d) Current Pension Clearance Certificate from PENCOM
- e) Evidence of Compliance Certificate with the provisions of Section 6(1)(3) of the amended Industrial Training Fund (ITF) Act No.19 of 2011.
- f) Evidence of registration with Financial Reporting Council (FRC)
- g) Evidence of Local/International registration/certification with Courier Services Associations/Institute

3.2. General Requirements:

The Respondents shall include general information detailing;

- Comprehensive company profile including Curriculum Vitae of key personnel supported by professional licenses (where applicable), registered address, functional contact email address, GSM phone number(s) and facsimile number(s)
- Company general organizational structure
- Audited accounts in the last three (3) years duly stamped by Licensed Auditors
- Details of relevant verifiable experience of similar services and of similar characteristics that the company had undertaken in the last five (5) years, including copies of relevant award letters and confirmation of satisfactory service delivery
- References of satisfactory performance on similar projects from three (3) previous clients
- Description and specification of equipment currently owned by the company with the proof of ownership
- Methods of tracking goods in transit

4.0 COLLECTION OF BID DOCUMENTS

Interested Service Providers who possess the above minimum requirements may collect the bidding documents on the payment of a **non-refundable fee of ₦50,000.00** (Bank Draft in favour of Central Bank of Nigeria) from:

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

4.1 Tender Security

Interested companies are required to provide a two percent (2%) bid security of their financial bid, in the form of Bank Guarantee in favour of the Central Bank of Nigeria.

5.0 SUBMISSION:

The submission shall be in two separate envelopes as follows;

- a) The general requirements should be submitted in a wax sealed envelope boldly marked at the top left corner:-
“Prequalification and Technical Proposal for the “PROVISION OF COURIER SERVICES IN THE CENTRAL BANK OF NIGERIA.”
- b) The Financial Proposal should be submitted in a second, wax sealed envelope boldly marked at the top left corner:-
Financial Proposal for the “PROVISION OF COURIER SERVICES IN THE CENTRAL BANK OF NIGERIA.”

And addressed 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 August 3, 2015.**

7.0 BID OPENING DATE:

The prequalification and Technical Proposal will be opened immediately, after close of submission of the bid on the **3rd of August, 2015.**

8.0 IMPORTANT NOTICE

- a) *Only the successful company(s) will be notified formally*
- b) *Nothing in the advert shall be construed to be a commitment on the part of the CBN*
- c) *Companies would be assessed solely on their submission*

**Signed
MANAGEMENT
CENTRAL BANK OF NIGERIA**