



**NIGERIAN
INVESTMENT
PROMOTION
COMMISSION**

NIGERIAN INVESTMENT PROMOTION COMMISSION

NIPC/PRO/UNT/2020/002/I

09 October, 2020

ADVERT

1.0 INTRODUCTION

Nigerian Investment Promotion Commission (NIPC), in compliance with the provisions of the Public Procurement Act 2007, hereby invites interested, competent and reputable Suppliers and Contractors to submit bids for the following lots.

1.2 SCOPE OF WORKS/SUPPLY

LOT	Name of Item	Description
1	Supply of 2 units of Laptops	i. Lenovo ThinkPad T490s Laptops (2.8-GHz Intel; Core i7, Windows 10 Pro, 12GB RAM upgradeable to 24 GB, 512GB hard drive size)
2	Supply of 2 units of Smart Phone	Samsung S20
3	Supply of Office Equipment	i. 2 sets of HP MFP M776dn colour LaserJet Tonners ii. 1 unit of cross cutter shredding machine

2. ELIGIBILITY CRITERIA

- i. Evidence of company's registration with the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- ii. Company's current Tax Clearance Certificate for the last three (3) years valid till 31 December, 2019.

3. SUBMISSION OF BIDS

Prospective bidders are to submit their bids- two (2) hard copies of each technical and financial bid packaged separately in a sealed envelope and clearly marked as **TECHNICAL BID** or **FINANCIAL BID**. Thereafter put the two sealed envelopes together in a bigger sealed envelope and addressed to;

HEAD PROCUREMENT
Nigerian Investment Promotion Commission (NIPC)
Plot 1181 Aguiyi Ironsi Street
Maitama District,
PMB 381 Garki- Abuja.

On the reverse side ensure to put the Company name and address.

DEADLINE: 12:00 Noon Friday 16/10/2020

Submissions will be made at the Commission Main reception (Ground Floor (NIPC Head office): Please ensure that you sign the submission register indicating Company Name, representative contact details (phone No and email) and Tender Document Payment receipt Number.

4. OPENING OF BIDS

The technical and financial bid document will be opened immediately at 12:00 Noon Friday 16/10/2020 immediately after the submission deadline in NIPC conference room (3rd Floor Block A) in the presence of bidders or their representatives. Please ensure that you sign the opening register indicating Company Name, representative contact details (phone no and email).

NIPC will not be liable for mislabelled submissions or wrongly submitted bids.

5. GENERAL INFORMATION

- i. Bids must be in English and signed by an official authorised signatory by the bidder
- ii. Bids submitted after deadline shall be returned un-opened
- iii. Only pre-qualified bidders will be contacted at a later date for financial bid opening, while financial bids of unsuccessful bidders will be returned unopened.
- iv. NIPC reserve the right to reject any bid that does not conform to directives and accompanying documents

NIPC is not bound to pre-qualify any bidder and reserves the right to annul the procurement process at any time without incurring any liabilities with in accordance with section 28 of the Public Procurement Act.

Signed

Head, Procurement

For: Executive Secretary/CEO