

# JOINT ADMISSIONS AND MATRICULATION BOARD JAMB HEADQUARTERS, BWARI, FCT



... enhancing Academic Excellence

## INVITATION TO TENDER AND EXPRESSION OF INTEREST FOR THE EXECUTION OF 2024 PROJECTS

### 1.0 INTRODUCTION

1.1 The Joint Admissions and Matriculation Board is a Parastatal charged with the responsibility of conducting Matriculation Examination for entry into all Tertiary institutions in Nigeria and also admissions through Direct Entry method as provided by the JAMB Act 1989, Cap 193, Laws of the Federation of Nigeria.

1.2 The Board in keeping with its mandate and in compliance with the provisions of the Public Procurement Act, 2007 hereby invites interested and competent Bidders for the procurement of the under listed 2024 projects:

### CATEGORY A: EXPRESSION OF INTEREST (EOI)

LOT NO	DESCRIPTION OF CONSULTANCY SERVICES
A1	Consultancy Service for the upgrade of Candidates' Registration Portal/Biometrics
A2	Engagement of a reputable Project Management Consultant (Consortium of Architects, Quantity Surveyors, Engineers etc.) for the Board's 2024 Projects
A3	Hosting and maintenance of the Integrated Brochure and Syllabus System (IBASS) for the year 2025
A4	Engagement of a consultant to develop a Central Remote Surveillance and Management System across the over 800 centres in Nigeria
A5	Provision of cleaning services for the Board's National Headquarters, Test Development Department Complex/Auditorium & CBT Centre, Kogo
A6	Provision of cleaning services for the Board's Offices in South-South Geopolitical Zone
A7	Provision of cleaning services for the Board's Offices in South-East Geopolitical Zone
A8	Provision of cleaning services for the Board's Offices in South-West Geopolitical Zone

<b>A9</b>	Provision of cleaning services for the Board's Offices in North-East Geopolitical Zone
<b>A10</b>	Provision of cleaning services for the Board's Offices in North-West Geopolitical Zone
<b>A11</b>	Provision of cleaning services for the Board's Offices in North-Central Geopolitical Zone (Excluding Headquarters)
<b>A12</b>	Retainership for maintenance of Air Conditioners at the Board's National Headquarters, Bwari Abuja

## **CATEGORY B: INVITATION TO TENDER (GOODS)**

<b>LOT NO</b>	<b>PROJECT DESCRIPTION</b>
<b>B1</b>	Supply and Installation of Equipment for Call Centre Solution at JAMB National Headquarters, Bwari
<b>B2</b>	Supply of Souvenirs

### **2.0 ELIGIBILITY REQUIREMENTS**

Interested bidders should submit the following documents:

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC<sub>1,1</sub> or CAC<sub>2</sub> and CAC<sub>7</sub>. Business Name is also acceptable for Services;
- b. Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the last three (3) years valid till 31<sup>st</sup> December, 2024;
- c. Evidence of Pension Clearance Certificate valid till 31<sup>st</sup> December, 2024 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2024 (this requirement is only applicable to bidders whose number of staff is 5 and above or the Bidder's annual turnover is ₦50m and above);
- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31<sup>st</sup> December, 2024;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31<sup>st</sup> December, 2024 or valid Certificate issued by BPP.

g. Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Joint Admissions and Matriculation Board or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
- that no Director has been convicted in any Country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;
- that the Company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;
- that the company does not have existing loan or financial liability with a bank, other financial institution or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months;

h. Company Audited Accounts for the last three (3) years: 2021 – 2023;

i. Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

j. Company's Profile with personally endorsed Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as ANAN, ICAN, NITDA/CPN, Project Management, Software Engineering, Quantity Surveying or any related discipline together with evidence of a minimum 10 years of verifiable practice experience;

k. In the case of Consortium/Joint Venture:

- The individual firms making the consortium must fulfil the prequalification requirement above
- A copy of the Memorandum of Understanding

l. Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects. Note: the Board will conduct physical verification of similar jobs;

m. For Lot A1 and A3 Evidence of Firm's current registration/accreditation with Computer Professionals Registration Council of Nigeria (CPN) and National Information Technology

Development Agency (NITDA). Note: Firm's specialisation in Project Management, Software Engineering or any other related discipline together with minimum of 5 years of verifiable practice experience of the Principals of the firm;

- n. For Lots A5 to A11 Evidence of 2024 Annual Renewal with Environmental Health Officers Registration Council of Nigeria;
- o. For Lot B1: the following requirements must be met;
  - I. Evidence of Contact Centre Value Added Service (VAS) license from the Nigeria Communication Commission (NCC) for;
  - II. Evidence of Short Code Value Added Service (VAS) license from the Nigeria Communication Commission (NCC);
  - III. Evidence of partnership with at least 2 Telecommunication operators e.g. Interconnect clearing houses or Mobile Network Operators;
  - IV. Evidence of the firm's compliance with the Nigeria Data Protection Regulatory (NDPR)
- p. All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM Number), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

### **3.0 COLLECTION OF TENDER DOCUMENTS (GOODS)**

Interested Companies are to collect the Standard Bidding Document (SBD) from the office of the Director Procurement, Room A11, Block A, Joint Admissions and Matriculations Board, Bwari, Abuja. A non-refundable tender fee of ₦10, 000.00 (Ten Thousand Naira) only per lot is to be paid by each Bidder before collection of a Bid Document. The tender fee is to be paid into the TSA account in favour of Joint Admissions and Matriculation Board as "TENDER FEES".

### **4.0 SUBMISSION OF TENDER DOCUMENTS (GOODS)**

Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as “Technical Bid” or “Financial Bid”. Thereafter, put the two sealed envelopes together in a bigger sealed envelope clearly marked with **(the name of the project and the Lot number)** and addressed to:

The Registrar,  
Joint Admissions and Matriculation Board,  
National Headquarters,  
Bwari-Abuja

Furthermore, the reverse of each sealed envelope should **bear the name and address of the bidder** and dropped in the designated Tender Box located in room A12 of the Procurement Department, National Headquarters Complex, Bwari-Abuja; not later than **12:00 noon Monday, 17<sup>th</sup> February, 2025**

#### **5.0 SUBMISSION OF EXPRESSION OF INTEREST (Eoi) DOCUMENTS**

Interested firms are to submit both soft copies and three (3) bound Expression Of Interest (Eoi) documents duly signed, paginated, separated by dividers and arranged as indicated in (2.0) above. The documents should be submitted in a sealed envelope and clearly marked with **(the name of the service and the Lot number)**, and addressed to:

The Registrar,  
Joint Admissions and Matriculation Board,  
National Headquarters,  
Bwari-Abuja

Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated Tender Box located in room A12 of the Procurement Department, National Headquarters

Complex, Bwari-Abuja; not later than **12:00 noon Monday 3<sup>rd</sup> of February, 2025.**

#### **4.0 OPENING OF EOI/TENDER DOCUMENTS**

A. Expression of Interest (Eoi) documents will be opened immediately after the deadline for submission on **Monday 3<sup>rd</sup> of February, 2025** by 12:00 Noon at the National Headquarters Complex, Bwari, FCT, while;

B. The technical bids will be opened immediately after the deadline for submission at **12:00 noon, Monday, 17<sup>th</sup> February, 2025** at the National Headquarters Complex, Bwari, FCT, while the financial bids will be kept un-opened.

Please, ensure that you sign the EOIs/Bids Submission Register in the office of Director Procurement, Room A11, Block “A”, Joint Admissions and Matriculation Board, National Headquarters, Bwari, FCT; as the Board shall not be held liable for misplaced or wrongly submitted bids.

For further enquiries, please contact the “Director Procurement” on e-mail – [jambprocurement@gmail.com](mailto:jambprocurement@gmail.com) or Phone number **08028399391**

#### **5.0 GENERAL INFORMATION**

- a. Bids and Expression of Interest (Eoi) must be in English Language and signed by an officer authorised by the Bidder;
- b. Bids and Expression of Interest (Eoi) submitted after the deadline for submission would be returned un-opened;
- c. Bidders should not bid for more than two (2) Lots;
- d. For Category A: Only shortlisted firms will be invited at a later date for collection of Request for Proposal;
- e. All costs will be borne by the bidders;
- f. Non-compliance with the conditions stated herein will lead to automatic disqualification of the bidder from the bidding process;

- g. Technical and Financial Bids enclosed in one and same single envelope that will expose the Technical and Financial Bids at the same time of opening shall be disqualified;
- h. For Category B: only prequalified bidders at technical evaluation will be invited at a later date for financial bid opening, while the financial bid of unsuccessful bidders will be returned unopened;
- i. The EOIs/Technical Bids will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies; and will be covered by video recording; invitation link will be sent to bidder who chooses to join the bid opening online;
- j. The Joint Admissions and Matriculation Board (JAMB), is not bound to shortlist/pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act, 2007.

**Signed**

**Prof. Is-haq O. Oloyede** *CON, FNAL*

**Registrar**

**JOINT ADMISSIONS AND MATRICULATION BOARD**