



**NATIONAL INSTITUTE FOR LEGISLATIVE STUDIES**  
**Capacity Building Project (NILS-CAP) NATIONAL ASSEMBLY, ABUJA**  
([www.nils.gov.ng](http://www.nils.gov.ng))

31<sup>st</sup> July, 2017

**REQUEST FOR EXPRESSION OF INTEREST (EOI) and QUOTATIONS FOR PROCUREMENT OF INTERPRETATION EQUIPMENT, INTERPRETATION AND TRANSLATION OF SERVICES, TRAVEL SERVICES, CATERING SERVICES AND SUPPLY OF STATIONERY AND TRAINING MATERIALS FOR NILS-CAP II PROGRAMMES**

## 1.0 BACKGROUND AND CONTEXT

The National Institute for Legislative Studies (NILS) is an organ of the National Assembly established by an Act of Parliament in 2011. It promotes and reinforces the constitutionally assigned roles and functions of parliamentary institutions through research, advocacy, teaching, networking and other related activities.

The Institute, with funding from African Capacity Building Foundation (ACBF) with the intention to organise **Training programmes for Parliamentary staff and Parliamentarians in Nigeria and the ECOWAS sub-region** wishes to invite reputable vendors to submit Expression of Interest and quotations for the procurement of the following:

- a. Hiring of Interpretation equipment for meetings between 40 and 150 persons;
- b. Services for Interpretation (Simultaneous and Consecutive/ and Translation of Documents in the 3 ECOWAS Official Languages (English, French and Portuguese);
- c. Travel services (issuance of Air tickets for both domestic and international travels abroad and within ECOWAS Countries;
- d. Catering Services for meetings/conferences/workshops to be held in Abuja for guests between 40 and 150 persons; ( Tea/Coffee/ Snacks/Lunch);
- e. Stationery and Training workshop/conference materials; ( Unit cost of Customised Workshop Bags, Units cost of Programme Brochure, Unit cost of Programme Tags, ( hang tags and table tags); Unit cost of 4 GB USB Flash Drives, Unit cost of customised writing pads, pens, Unit cost of Banner (7 X 4 ft, 12 X 6 ft. Roll-up banner), Unit cost of a carton of A4 paper ( quality should be 75 and above grams), Unit cost of a Toner cartridge for printers and photocopiers, (HP 80 A, black, EXV canon 32 black photocopier, 53A for 2015, HP LaserJet enterprise M551, M570. M575, 4 sets).

**2.0 PURPOSE:** The purpose of this request for EOI is to select qualified vendors and service providers to be considered for formal bidding process to handle the services listed above for NILS-CAP phase II activities for the period of August 2017 to September 2018.

## 3.0 SUBMISSION AND SELECTION CRITERIA/PROCEDURE

**3.1** The National Institute for Legislative Studies now invites qualified vendors/service providers to submit EOI and quotation and provide information indicating that they are qualified to perform the job/service. To apply, please send your proposals to the National Institute for Legislative Studies in a sealed envelope address to Director General, National Institute for Legislative Studies. Attention. **Secretary, Procurement Committee** not later than **14th August 2017**.

**3.2** Opening of sealed proposals will be done at NILS at **1 pm** on **15th August, 2017** in the presence of the vendors/service providers or their representatives.

**3.3** The vendors will be selected in accordance with the procedure for the selection of vendors as set out in the Institute's Procurement procedures.

**3.4** All prices should be quoted in Nigerian naira or USD with the requisite tax charges where applicable. Prices quoted in USD should be accompanied with bank rate of exchange.

**3.5 General Eligibility Criteria:** It is important that vendors submit their proposals with the following details;

- i. Full name of the company and proof of company registration;
- ii. Address of registered office and Address for correspondence, Email address;
- iii. List of similar work /service provided in the last 3 years;
- iv. company audited accounts in the last 3 years;
- v. Tax certificates;
- vi. VAT registration;
- vii. Insurance certificates where applicable;
- viii. Information on the company detailing its track record in delivering its services;
- ix. Customer/client base;
- x. Staff profile; qualifications and experience;
- xi. Affiliation with professional body where applicable.

**3.6 Specific requirements in addition to the general requirements**

**A. Catering services:**

- a. Environmental and health documentation e.g., Ministry Of health certification etc.;
- b. Food safety /Hygiene requirements or certification; National Agency for Food and Drug Administration and Control (**NAFDAC**) certification etc.;
- c. Provide details /options of proposed menu (both local and continental).

**B. Travel services:**

- a. International Air Transport Association (**IATA**) registration;
- b. Air travel Agents will only submit expression of interest to be the project travel agent. They will be called upon to submit quotation anytime the programme dates are confirmed.

**C. Interpretation and translation services/hiring of Interpretation equipment:**

- a. Interested agencies may provide expression of interest for any one or all the 3 packages, i.e. **Interpretation, translation and hiring of Interpretation equipment**
- b. Simultaneous and Consecutive interpretation methods would mostly be used during training workshops/conferences
- c. Quotations for pages of translation of documents in the following formats MS Word, PowerPoint and PDF or other formats should be specified.
- d. Translation services includes proof reading and editing of translated versions.

**3.7** An evaluation will be carried out to select preferred bidders with the lowest and most economically advantageous bid, who exhibit high quality service/products, and timely response among other considerations at the discretion of Procurement Committee.

For further enquiries contact the NILS procurement committee by email: [mail4eze@yahoo.co.uk](mailto:mail4eze@yahoo.co.uk) or telephone **+2348033280224**

Done at Abuja, on 31 July 2017.

**Signed:**

**MANAGEMENT**