

**NATIONAL INSTITUTE FOR LEGISLATIVE AND DEMOCRATIC STUDIES**  
**NATIONAL ASSEMBLY**

**REQUEST FOR PROPOSALS TO SUPPLY LAPTOPS AND DESKTOPS COMPUTERS**  
**FOR NEWLY EMPLOYED STAFF OF THE INSTITUTE**

Date: 13<sup>th</sup> September 2019

**1.0 BACKGROUND AND CONTEXT**

The National Institute for Legislative and Studies (NILDS) 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 wishes to acquire ICT devices namely laptops and desktops for its newly employed staff.

**2.0 SCOPE OF SUPPLY**

Vendors are expected to provide quotations for the items listed below:

<b>S/N</b>	<b>Item</b>	<b>Qty</b>
1	Desktop Computers HP Core i5, 1TB HDD, 12GB RAM, Windows 10 Professional (Touch All-in-One PC)	20
3	Laptop Computers HP Core i5, 1TB HDD, 12GB RAM Windows 10 Professional	15
4	HP LaserJet M402dn	10
5	APC UPS 700VA	20

**3.0 NON FULFILLMENT**

If the Contractor fails to deliver the items and service by the time of completion stipulated in this Request for Proposal, then NILDS has the right to refuse to accept and pay for items or services from the contractor. NILDS will determine at its sole discretion at what point it is no longer willing to wait on the Contractor to deliver the promised items and service.

**4.0 EVALUATION CRITERIA**

All bids must be accompanied with the following which will be used for evaluation;

- a) Evidence of registration with the Corporate Affairs Commission (certificate of incorporation; forms CAC 02 and 07).
- b) Evidence of Tax clearance certificate for the last three(3) years ( 2016,2017,2018) valid till 31<sup>st</sup> December 2019;
- c) Evidence of compliance with Pension Act Issued by the National Pension Commission PENCOR Registration certificate valid till 31<sup>st</sup> of December 2019;
- d) Evidence of current Industrial Training Fund(ITF) compliance certificate valid till 31<sup>st</sup> December 2019;

- e) Evidence of current Nigerian Social Insurance Trust Fund(NSITF) compliance certificate valid till 31<sup>st</sup> December 2019;
- f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submitting Interim Registration report (IRR) expiring on 30/6/22019 or certificate issued by BPP;
- g) Evidence of financial capacity backed by submission of reference letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed.
- h) A sworn Affidavit disclosing whether or not any officer of the relevant committee of the National Institute for Legislative and Democratic Studies(NILDS) or the Bureau of Public Procurement(BPP) 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;
- i) Verifiable documentary evidence of at least three(3) similar jobs executed in the last five(5) years including letter of awards, job completion certificates;
- j) All documents for submission must be transmitted with a covering/ forwarding letter under the Company/ Firm's Letterhead paper bearing amongst others, the Registration number(RC) as issued by the Corporate Affairs Commission(CAC), Contact Address, Telephone number( preferably GSM number), and email address. The Letter headed Paper must bear the names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorized officer of the firm/company.
- k) In evaluating proposals, the objective will be to select the offer(s) that will best suit the Institute's needs. Costs will be a major consideration in the evaluation; however, consideration will also be given to such points as availability of service times, evidence of Proponents' experience, ability, and quality of product and service facilities as necessary to meet satisfactorily the requirements set forth or implied in this Request for Proposal.

## 5.0 SUBMISSION

The Institute hereby invites qualified and interested contractors to send in their proposals addressed to **The Director General, National Institute for Legislative and Democratic studies (NILDS) 18/20 Danube Street Maitama, Abuja** and submitted to the Secretary Procurement not later than 30<sup>th</sup> September,, 2019.

Signed:  
**Management**