



THE GOVERNMENT OF KADUNA STATE

KADUNA STATE PLANNING AND BUDGET COMMISSION

PUBLIC NOTICE/ADVERT

1.0 REQUEST FOR THE SUBMISSION OF PRE-QUALIFICATION DOCUMENTS FOR CONSULTANTS, CONTRACTORS AND GENERAL SUPPLIERS

The Kaduna State Planning and Budget Commission intends to establish a database/register of PRE-QUALIFIED CONSULTANTS, CONTRACTORS AND SUPPLIERS in accordance with KADPPA Guidelines item 2.5 (9). The Commission therefore wishes to invite interested, suitable, qualified, reliable and competent Consultants/Contractors/Suppliers (Individuals/Firms) with proven track records for the execution of its 2019 activities, to submit Pre-qualification documents.

2.0 CATEGORIES

- **CONSULTANCY:**

- Information Communication Technology (ICT) Consultancy services
- Human Resources Consulting services
- Industrial Relations Consulting services.
- Legal Consulting services.
- Sector Feasibility studies and Research services
- Project management services
- Training/Capacity building and knowledge transfer services.
- Consulting Services.

- **GOODS/WORKS/NON/CONSULTANCY SERVICES:**

- Graphic Design Services (print and motion graphics)
- Promotional supplies
- Printing and binding services.
- Photography services
- IT hardware (servers, desktops, laptops, mobile devices)
- Networking and wireless solutions.
- Catering services
- Travel agency services
- Facility management services
- Health, Safety and Environmental services and testing.
- Air Condition Equipment and maintenance services.
- Sanitization and hygiene services.
- Firefighting and equipment supply services.
- Building access system services
- Plant maintenance services
- Security services
- Internal Auditing services
- Office supply services
- Office furniture supply and installation services.
- Hotel services.
- General services etc.

Note: All individuals /Firms and Companies doing business with the Commission in the stated categories **MUST APPLY.**

3.0 PRE-QUALIFICATION CRITERIA

Pre-qualification will be based on meeting the minimum requirements as outlined below. Interested Consultants/Contractors/Service providers are to submit the following requisite documents which will be subject to through verification.

CONSULTANCY:

Interested reputable consultancy firms should have but not limited to the following:

- a. Certificate of Registration/Incorporation with the Corporate Affairs Commission/Business Name.

- b. Evidence of current Registration with Kaduna State Public Procurement Authority (2019)
- c. Evidence of current Registration of Business Premises with Kaduna State Ministry of Commerce, Industries and Tourism (2019).
- d. Company/Principal Partners (where Partnership) Audited Accounts for 2016,2017 & 2018.
- e. Evidence of Financial Capability and Banking Support.
- f. Key Personnel with their qualifications, professional registration, years of experience and experience on similar jobs.
- g. Evidence of at least three (3) similar verifiable projects successfully executed or/and in progress within the last three (3) years. Provide Award Certificates, certificates of payment, practical completion and/or making good certificates where applicable.
- h. VAT Registration and evidence of remittance for 2016,2017 & 2018.
- i. Tax Clearance/ Personal income Tax Certificate of Principal Partner (where Partnership)
- j. Any other relevant information that would be helpful in determining the Firm's suitability for the work.
- k. Company should have good turn over to gain some advantage.
- l. Evidence of Compliance with ITF (2019)
- m. Evidence of Compliance with PENCOM (2019)

WORKS/SUPPLIES/NON-CONSULTANCY SERVICES:

- a. Evidence of Company Registration with Corporate Affairs Commission.
- b. Evidence of Company Registration with Kaduna State Public Procurement Authority (2019)
- c. Evidence of Registration of Business Premises with Kaduna State Ministry of Commerce, Industries and Tourism (2019).
- d. Evidence of Tax Clearance Certificate for the last 3 years (2016,2017 & 2018) with clear turn over statement.
- e. Company Audited Account for the last 3 years (2016,2017 & 2018) with clear turn over.
- f. List of key personnel in the company employment with their qualification and registration with relevant professional bodies.
- g. Evidence of equipment and technological capacity for the works.
- h. Evidence of verifiable previous completed/on-going works at least in the last 5 years with adequate details.
- i. Evidence of VAT Registration and remittances.
- j. Evidence of Financial Capability and Banking support.
- k. Evidence of Compliance with ITF (2019)
- l. Evidence of Compliance with PENCOM (2019).

4.0 SUBMISSION AND REGISTRATION APPLICATION

The application is free of charge and all interested applicants must submit an Original and eight (8) copies of their pre-qualification document sealed in envelopes, delivered by hand or courier to the Commission. The letter of application and with the pre-qualification documents must be sealed in a larger envelope and clearly marked:

“Pre-Qualification for Articles of Service” and addressed to:

***The Commissioner,
Planning and Budget Commission,
No. 16 Muhammadu Buhari Way, Kaduna State.
P.M.B 2032, Kaduna, Kaduna State, Nigeria.***

Email: budget@pbc.kdsg.gov.ng
Tel No. 07080002356, 07037240007

5.0 DEADLINE FOR SUBMISSION

Deadline for submission for the registration is **12th April 2019** at 12:00Noon. Late submission after the deadline will be rejected.

6.0 DISCLAIMER

- **The Planning and Budget Commission will not be responsible for any cost or expenses incurred as a result of response and / or the preparation of submission in response by any interested party (ies).**
- **The Commission reserves the right to reject any application and will not entertain any litigation in respect of this advertisement.**
- **Applicants must be specific in their area(s) of specialization and interest.**

**Signed
Management**