

# **PUBLIC NOTICE! PUBLIC NOTICE!!**

**THE COURT OF APPEAL HEADQUARTERS, THREE ARM ZONE, SHEHU SHAGARI WAY, ABUJA.**

**28<sup>TH</sup> MAY, 2020.**

## **REQUEST FOR QUOTATIONS/CONTRACT RENWAL.**

### **INTRODUCTION:**

The Court of Appeal Headquarters, Three Arm Zone, Shehu Shagari Way, Abuja invites interested, experienced and competent contractors to submit quotations for the execution of the under-listed jobs.

### **2.0 SCOPE OF WORK**

The scope of work to be carried out consists of the following:

- i. PROVISION OF SECURITY/CLEANING/MAINTENANCE OF GENERATOR SERVICES AT KANO DIVISIONS.**
- ii. PROVISION OF SECURITY/CLEANING/MAINTENANCE OF GENERATOR SERVICES AT ASABA DIVISIONS.**
- iii. PROVISION OF SECURITY/CLEANING/MAINTENANCE OF GENERATOR SERVICES AT AKWA DIVISIONS.**
- iv. PROVISION OF SECURITY/CLEANING/MAINTENANCE OF GENERATOR SERVICES AT GOMBE DIVISIONS.**
- v. PROVISION OF SECURITY OUTFITS AT KADUNA DIVISIONS**
- vi. PROVISION OF SECURITY OUTFIT AT PORTHARCOURT DIVISIONS**

**B. Contract Renewal for Security/Cleaning/Maintenance Of Generator of the Following Divisions:**

- i. YOLA**
- II. SOKOTO**
- III. ILORIN**
- IV. MAKURDI**
- V. CALABAR**
- VI. JOS**
- VII. OWERRI**
- VIII. BENIN**
- IX. ABUJA**
- X. HEADQUARTERS**
- XI. ENUGU**
- XII. LAGOS**
- XIII. PORTHARCOURT**
- XIV. KADUNA.**
- XX. EKITI**
- XXI. AKURE**
- XXII. IBADAN**

**3.0 REQUIREMENTS / QUALIFICATION**

The eligibility qualifications / requirements include:

Registration with the CAC including Memo and Article of Association, Form C02, and C07 where applicable – Evidence of Registration with relevant Professional Body where applicable Evidence of similar jobs Executed in the last (5) years Tax Clearance Certificate for the last (3) years. To be valid up to 31<sup>st</sup> December, 2018. VAT Registration Certificate with National Pension Commission and Remittance of employees' pension, if applicable. Evidence of Payment of training Contribution to ITF, Evidence of compliance with the Employers' Compensation Act which requires that all Employers of Labor must remit 1% of the total annual emoluments of their workers to the Nigerian Social Insurance Trust Fund (NSITF). Evidence of Registration with Bureau of Public Procurement (BPP) Data bank.

**4.0.** The envelope containing the documents is to be marked; Request for Quotation with the specialized area of interest and to be submitted to **The Deputy Chief Registrar's Office of any Divisions of the Court for onward Transmission to the Procurement Department Headquarters not later than 2 Weeks from the date of this publication or submit directly on or before 12.30pm on Thursday 11<sup>th</sup> June, 2020 at the following address; Tenders Board Secretariat Room 017, Court of Appeal Headquarters Abuja.**

**5.0** Please, note that the price of your quotation shall clearly indicate the total price, including all taxes (VAT & WHT) and the time and place of Service delivery. Your quotation shall remain valid for 60 days from the date of submission.

N.B. compliance to the above eligibility requirements, in addition to the degree of responsiveness to all the mentioned requirements (above and below) will form the major criteria to be applied for selection of the successful contractors.

Most importantly, note that while submitting your quotation letter; The registration number (RC) as issued to the Company by the CAC must appear on your Letter Head, with contact telephone numbers, valid e-mail address and official company address; and

That the letter headed paper must bear the name and the nationalities of the Directors of the Company at the bottom of the page.

Any Company that fails to strictly adhere to the above would not be considered for contract.

Clarification can be asked before 4.00pm, on Wednesday 10<sup>th</sup> June 2020, at the DCRS' Offices of the various Divisions or Tenders Board Secretariat Room 017 Court of Appeal Headquarters, Abuja.

Court of Appeal is not bound to shortlist any Bidder and reserve the right to annul the selection process at any time without incurring any liabilities and assigning

any reason thereof in accordance with section 28 of the Public Procurement Act 2007.

**SIGNED**  
***THE CHIEF REGISTRAR,***  
***COURT OF APPEAL,***  
***ABUJA.***