



TENDER DOSSIER

FOR PRINTING PRESS AND OFFICE SUPPLIES

PUBLICATION REFERENCE:

TD-24/TKC/002-NG

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TABLE OF CONTENT

INSTRUCTIONS TO TENDERERS

- 1. PURPOSE OF THE TENDER DOSSIER**
- 2. ESTIMATED TIMETABLE**
- 3. INSTRUCTIONS TO TENDERERS**
- 4. DOCUMENTS FOR BID QUALIFICATION**
- 5. TECHNICAL SPECIFICATIONS**
- 6. CONTRACT TERMS**
- 7. APPENDIX A – SIGNED TENDERER’S DECLARATION**
- 8. APPENDIX B - REFERENCE**

INSTRUCTION TO TENDERERS

1. PURPOSE OF THE TENDER

This Tender aims to obtain competitive offers for printing services in Abuja, Nigeria. The duration of service will be 12 Months from 2024 to 2025 with possible extension. A detailed description of the Services / Goods required by The Kukah Centre is contained in this Dossier.

2. ESTIMATED TIMETABLE

S/NO	DATE	DESCRIPTION OF ACTIVITIES	ADDITIONAL NOTE
1	30/09/2024	Publication of the procurement notice	On the official Kukah Centre website
2	20/10/2024	Deadline to submit bid	12:00 WAT
3	21/10/2024	Meeting of tender committee to evaluate bid sent	The Tender Committee will meet to analyse and evaluate Several bids submitted
4	28/10/2024	Notification of award to the successful bidders	Successful Bidders will be sent emails of bid awards
5	2/11/2024	Signing of contract by awarded bidders	Contract will be sent to awarded bidders to sign and revert

3. INSTRUCTIONS TO TENDERERS

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be. Tenderers are expected to examine carefully and comply with all instructions, forms, provisions, and specifications contained in this tender dossier.



CURRENCY: All prices shall be expressed in Nigerian Naira (NGN) Excluding taxes (Note that The Kukah Centre is exempted from VAT tax) and associated costs. This is to allow for a fair comparison of prices, following the award of the contract.

WTH: 10% withholding tax is applicable

LANGUAGE: All Documents are to be submitted in English

Bids are to be submitted via email tkc.bids@thekukahcentre.org or in the Head office, Flat C1, American Specialist Hospital Complex, (opposite Rockview Royale Hotel), 1 Luanda Crescent, Wuse 2, Abuja-Nigeria.

It is the responsibility of the Tenderer to ensure that their offer is complete and meets The Kukah Centre requirements. Failure to satisfy all aspects of the tender dossier may lead to the offer being rejected without further reason being given. It is therefore essential to ensure that you read this document carefully and answer in full all questions asked.

4. DOCUMENTS FOR BID QUALIFICATION

- Letter of introduction on company's letterhead
- Legal Status of the company in Nigeria (must be a registered company in Nigeria, registered with the Corporate Affairs Commission - CAC)
- Valid tax clearance from Federal Inland Revenue Service – FIRS
- Tax identification number details (T.I.N)
- Account details on company letterhead
- Signed Tenderer's Declaration
- Reference Form

5. TECHNICAL SPECIFICATIONS

ITEM SPECIFICATION	QUANTITY	PRICE
Original HP Toners (205A, 203A,117A,410A,103A)	1	
A4 papers	1	
Publishing Photography	1	
Banner	1	
Notepad	1	
Pen	1	
T-shirt	1	
Name Tag	1	
ID card	1	
Table tag	1	
Official Stamp	1	
Dairy	1	
Placard	1	
Visual Branding/Identity	1	
Printing of report	1	
Album	1	
Printing Agenda	1	
Pledge Card	1	

INSTRUCTIONS:

- Fill the prices column clearly (readable manner) in Nigerian Naira (NGN)
- Supplier can quote for all or part of the specifications, and can add any other specification that be of interest to The Kukah Centre
- Don't leave any cell in the price column empty, if not quoting fill the cell with "Nil"
- Pictures of past items are required for each specification.

6. CONTRACT TERMS



The contract that will be concluded between the successful tenderer and The Kukah Centre. This contract will be done according to The Kukah Centre standard contract. Some of the basic conditions are here under:

- **DURATION**

The Kukah Centre will sign the framework agreement with a supplier or multiple suppliers valid for one year. However, if both parties agree contract can be amended/extended for additional work/duration if the unit price remains the same.

- **PRICES & PAYMENTS**

Prices shall remain fixed for one year. Prices are inclusive of the total cost of service/goods and government taxes. 70% Payments will be made before delivery of services and 30% after delivery of service. The supplier will submit an invoice before payment is made, bill of stay and receipt after service completion. 10% Government Withholding Tax (WHT) will be deducted at source as per law.

- **QUALITY**

The supplier will ensure the best quality at the time of delivery. In case of unacceptable quality, The Kukah Centre reserves the right to decline delivery partially or as a whole. The supplier will be borne the replacement cost.

- **DURATION/TERMINATION**

Both parties are entitled to terminate the contract in case of breach of contract or force majeure after serving termination notice one month in advance. In case of termination of contract, The Kukah Centre only pays for delivered and accepted service.

- **APPLICABLE LAW**

The contract shall be governed by Nigerian Law

- **NOTIFICATION AWARD AND CONTRACT SIGNATURE**

The successful tenderer will be informed by mail that their tender has been chosen (notification of award). The Kukah Centre will agree with the selected tenderer on the final contract version and will send the signed documents to the successful tenderers, within two (2) working days following the reception, the successful tenderer will sign, date, and revert the contract. If the successful tenderer fails to sign and revert the contract within 2 working days, The Kukah Centre can consider (after notification) the award as null and void.



Appendix A: TENDERER'S DECLARATION

We, the Undersigned accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its conditions of sale may be, which we hereby waive. We have examined carefully, understood, and complied with all conditions, instructions, forms, provisions, and specifications contained in this tender dossier with its annexes. We are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at The Kukah Centre's discretion. We hold no reservations regarding the tender dossier and are aware that any reservation may result in the rejection of the tender by The Kukah Centre.

We are not aware of any corruption practices in this competition. Should such a situation arise, we shall immediately inform The Kukah Centre in writing.

We declare that we are affected by no potential conflict of interest, and that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during the performance of the contract, we shall immediately inform The Kukah Centre in writing.

Company Name & Address	
Company 's Representative Name	
Title of Representative in the Company	
Representative's Signature and Stamp	
Date	



Appendix B: REFERENCES

For whom you carried out similar projects.

Company Name	Address	Email	Phone	Contact Person