



FEDERAL CAPITAL TERRITORY ADMINISTRATION (FCTA)

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**INVITATION FOR EXPRESSION OF INTEREST FOR THE PROVISION OF CONSULTANCY SERVICES FOR FCT
EDUCATION SECRETARIAT, ABUJA.**

The FCT Education Secretariat is inviting competent and interested Firms (Consortium) to submit Expression of Interest (EOI) for Consultancy Services for FCT Education Secretariat, FCT Agency for Science and Technology and FCT Scholarship Board. The services required are:

LOT A - TRAINING OF THE ACCOUNTING STAFF OF THE EDUCATION SECRETARIAT FOR EFFECTIVE UTILIZATION OF THE UPGRADED FACILITIES AND DATA STORAGE.

BACKGROUND - The Accounting section of the Education Secretariat has recently upgraded its data storage facilities and is in need of a comprehensive training for the Accounting Staff for effective utilization of the upgraded facilities and deployment of online Database platform for Education Data capturing. This is intended to facilitate the smooth and effective use of the upgraded facilities.

LOT B1 - CONSULTANCY SERVICES FOR PHYSICAL DEVELOPMENT OF INTERNATIONAL TECHNICAL AND VOCATIONAL INSTITUTE (ITVI) UTAKO (PHASE III).

BACKGROUND - FCT Agency for Science and Technology has established the International Technical and Vocational Institute at Utako to provide training, competencies and employment opportunities to residents of the FCT and its environs. It is also intended that the products of this institute will provide augmentation to tackle the existing gap between the industrial and private sectors' skill requirement on the one hand and the availability of skilled personnel on the other hand. Already Phase I and Phase II of the project has been concluded. Thus a consultant who will supervise the development of the physical plan of the institute is required.

LOT B2 – CONSULTANCY FOR THE SOURCING OF PARTNERS IN FUNDING THE COMPLETION OF THE INTERNATIONAL TECHNICAL AND VOCATIONAL INSTITUTE (ITVI), UTAKO.

BACKGROUND – The FCT Agency for Science & Technology has an International Technical & Vocational Institute at Utako. The vision of the International Technical and Vocational Institute is to become a learning centre of excellence that prepares students for successful lives by providing a high-quality vocational and technical education in a conducive environment. The Federal Government has provided funds for the take-off and establishment of the Institute;

more than 40% of the work has been achieved. However more funds are required for the provision of basic structures, facilities and equipments. The Consultant is therefore required to seek funding sources locally to increase financial efficiencies in order to support and sustain the goals of the Institute.

LOT C - CONSULTANCY FOR THE SOURCING OF PARTNERS IN FUNDING THE EDUCATION OF INDIGENT CHILDREN THROUGH THE FCT EDUCATION SUPPORT SCHEME (SCHOLARSHIP AWARD).

BACKGROUND - The FCT Scholarship Board grants Education Support Scheme (Scholarship Award) to indigents students of FCT. However, due to continued influx of people to FCT, there is paucity of funds. The Board therefore requires consultancy services for the sourcing of funds from Governmental, Non-Governmental, Religious and Private Organisations to cater for the growing number of indigents/indigenes students of FCT.

2. ELIGIBILITY FOR CONSIDERATION

Interested consultants must provide information on their expertise and experience with any prior similar assignments; experience in similar conditions; availability of appropriate skills among staff, etc, to indicate that they are qualified to perform the services. Other eligibility requirements as basis for prequalification include:

- I. Evidence of incorporation/Registration with Corporate Affairs Commission (CAC);
- II. Photocopies of three (3) years current Tax Certificate issued by the Federal Inland Revenue Services;
- III. Photocopy of Value Added Tax (VAT) Certificate;
- IV. Evidence of compliance with PENCOM Act;
- V. Provide information on expertise and experience in similar conditions; availability of appropriate skills among staff; organogram etc.
- VI. Bank reference from reputable Bank(s);
- VII. Evidence of financial viability;
- VIII. Company audited accounts for the last three (3) years from a Chartered Accounting Firm; and
- IX. Sworn affidavit in line with section 16, sub-section (e-f) of the Public Procurement Act 2007.

3. ASSESSMENT CRITERIA

The responses will be reviewed and those consultants deemed best qualified will be short-listed according to the following criteria:

- I. In-house capacity (in Nigeria and global network) to complete the work streams;
- II. Successful track record in conducting similar multidimensional projects (policy reform in academic system, IT and improvement in education system);
- III. Appropriate experience in Africa and particularly, in Nigeria

4. SUBMISSION OF EXPRESSION OF INTEREST (EOI)

a) It should be noted that Consulting Firm can only apply for a single project listed in paragraph 2 (**marked lot A-C**). One original, four (4) hard copies and one (1) soft copy of responses must be delivered in a **clearly sealed and labeled envelope marked: "Expression Of Interest for..... (LOT No. and title of work)"** all pages duly endorsed by the bidders and Addressed to:

**Head, Procurement Unit,
Education Secretariat, Area 11,
Garki-Abuja**

And dropped in the **Tenders box stationed in the Procurement Unit, Ayangba Street beside Mangal Plaza, Area 11, Garki-Abuja within the official hours (9:00am to 4:00pm)**.

b) Education Secretariat reserves the right to verify any information provided or to request additional information after EOI packages are received. It also reserves the right to reject any or all submissions. Consultants would be selected in accordance with International Best Practices.

c) It should also be noted that **Tenders' Register must be signed** on submission.

5. **CLOSING AND OPENING**

Submission should be made on or before 12:00 noon on 21st October, 2013. The documents will be opened on the same day at the Procurement Unit. Representatives of companies are advised to be at the Bid opening.

**SIGNED:
MANAGEMENT**