



Small & Medium
Enterprises
Development
Agency of
Nigeria

EXPRESSION OF INTEREST AND INVITATION TO TENDER

1. INTRODUCTION

The Federal Government of Nigeria has earmarked funds for the execution of **ZONAL INTERVENTION PROJECTS** under the **2023** Appropriation Act. Consequently, the Agency is inviting Expression of Interest (EOI) for Consultancy Services as well as Technical and Financial Bids from competent Firms/Contractors for the following programmes:

2. SCOPE OF SERVICES/GOODS/WORKS CATEGORY A: SERVICES

S/N	PROGRAMME	DESCRIPTION	LOT NO.	LOCATION
1.	ENTREPRENEURSHIP DEVELOPMENT TRAINING	The programme exposes potential entrepreneurs to the rudiments of starting and managing their businesses. It has the potential to train and facilitate the establishment of new businesses and the expansion of existing enterprises.	LOT 1	BIRNIWA/ GURI / KIRIKASAMMA FEDERAL CONSTITUENCY, JIGAWA STATE.
			LOT 2	AMUWO-ODOFIN FED, CONSTITUENCY, LAGOS STATE
			LOT 3	LAGOS EAST SENATORIAL DISTRICT, LAGOS STATE.
			LOT 4	DOGUWA/TUDUN WADAFEDERAL CONSTITUENCY OF KANO STATE
2.	SKILL ACQUISITION TRAINING	The programme aims to facilitate start-up of Micro, Small and Medium Enterprises and equally support existing businesses by availing participants with relevant skills that would place them in proper perspective for profitability and competitiveness.	LOT 5	BWARI AREA COUNCIL, FCT ABUJA
			LOT 6	KUJE AREA COUNCIL, FCT, ABUJA
			LOT 7	SELECTED SCHOOLS IN THE FCT SENATORIAL DISTRICT.
			LOT 8	KWALI AREACOUNCIL, FCT ABUJA.
			LOT 9	LAGOS EAST SENATORIAL DISTRICT, LAGOS STATE.
			LOT 10	DOGUWA/TUDUN WADAFEDERAL CONSTITUENCY OF KANO STATE
3.	OTHER ENTERPRISES SUPPORT SERVICES	The aim is to provide beneficiaries/existing enterprises with business support services, nudge individual MSMEs into formal registered groups, and offer counselling, mentoring and other ancillary services.	LOT 11	OSHODI/ISOLO CONSTITUENCY I
4.	POST SEASONAL INTERVENTION PROGRAMME	A programme, designed to assist rural farmers acquire necessary skills and knowledge required to reduce post-harvest losses/wastages, etc and facilitating farmers linkages to resources required for their growth and development.	LOT 12	FCT, ABUJA.
			LOT 13	SELECTED FARMS IN THE FCT, ABUJA.
5.	MONITORING & RESULT MEASUREMENT OF SMEDAN 2023 ZONAL INTERVENTION PROGRAMMES	The Agency is requesting competent and experienced consultants to assist in providing independent M&E in all the Agency's Zonal Intervention Programmes across the Country	LOT 14	NORTH-CENTRAL GEO-POLITICAL ZONE
			LOT 15	NORTH-WEST GEO-POLITICAL ZONE
			LOT 16	NORTH-EAST GEO-POLITICAL ZONE
			LOT 17	SOUTH-WEST GEO-POLITICAL ZONE
			LOT 18	SOUTH-SOUTH GEO-POLITICAL ZONE
			LOT 19	SOUTH-EAST GEO-POLITICAL ZONE

3. SUBMISSION OF EOI FOR SERVICES

CATEGORY A: One (1) copy of spiral bound pre-qualification documents should be sealed in an envelope and clearly marked '**Expression of Interest**'. The name of the company, programme and Lot number should be boldly written on the reverse side of the envelope and should be dropped in a box at the Procurement Unit Office located on the first floor, SMEDAN New Corporate Headquarters, Idu Abuja. The closing date for the submission is **12:00 noon on Monday, 17th April, 2023**. No Payment is required for EOI.

4. REQUIREMENTS FOR EOI

- Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7. Business Name with Form BN1 is also acceptable for Services;
- Memorandum and Articles of Association
- Evidence of Company Income's Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all Partners in case of Business Name) for the last three (3) years valid till 31st December, 2023;
- Evidence of Pension Clearance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2023;
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st December, 2023 or valid Certificate issued by BPP.
- Sworn Affidavit:
 - disclosing whether or not any officer of the relevant committees of the Small & Medium Enterprises Development Agency of Nigeria or the Bureau of Public Procurement 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;
 - that no Director has been convicted in any Country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;
 - that the Company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;
 - that the company does not have existing loan or financial liability with a bank, other financial institution or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months.
- Evidence of Original Equipment Manufacturer (OEM)/Representative for the procurement of equipment;
- Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- For ICT projects: Evidence of Firm's current registration/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);
- For Training: Evidence of accreditation by Centre for Management Development (CMD) or certified Business Development Service Provider (BDSP).
- All profiles must be bonded with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC), Contact Address, Mobile Telephone Number, and e-mail address. **The Letterhead Paper must bear the Names, Phone Numbers and Nationalities of the Directors of the Company** at the bottom of the page, duly signed by the authorised officer of the firm.

CATEGORY B: SMALL WORKS AND GOODS

S/N	DESCRIPTION OF WORKS	LOT NO.	LOCATION
6.	SUPPLY AND INSTALLATION OF SOLAR LIGHTS	LOT 20	OGBOMOSHO NORTH/SOUTH AND ORIRE FEDERAL CONSTITUENCY, OYO STATE.
	PROVISION/INSTALLATION OF SOLAR STREET LIGHT	LOT 21	MABUSHI/ZANGO KATAF
	CONSTRUCTION OF COMMUNITY MARKET	LOT 22	ANAMBRA NORTH SENATORIAL DISTRICT, ANAMBRA STATE
	CONSTRUCTION OF JETTY	LOT 23	WARA, NGASKI LOCAL GOVERNMENT IN KEBBI SOUTH SENATORIAL DISTRICT, KEBBI STATE.
	CONSTRUCTION OF LABORATORY AND EQUIPMENT	LOT 24	DIRIN-DAJI, RIBAH AND WARAIN KEBBI SOUTH SENATORIAL DISTRICT, KEBBI STATE.
	RENOVATION OF PRIMARY SCHOOL	LOT 25	KEBBI SOUTH SENATORIAL DISTRICT, KEBBI STATE.
	PROVISION OF HAND PUMPS	LOT 26	KEBBI SOUTH SENATORIAL DISTRICT, KEBBI STATE.
S/N	GOODS/EQUIPMENT/MACHINERY	LOT NO.	LOCATION
7.	STRATEGIC EMPOWERMENT PROGRAMME (The objective of the programme is to empower Micro, Small and Medium Enterprises (MSMEs) across the country)	LOT 27	BIRNIWA/ GURI / KIRIKASAMMA FEDERAL CONSTITUENCY, JIGAWA STATE.
		LOT 28	LERE FEDERAL CONSTITUENCY, KADUNA STATE
		LOT 29	KWALI AREA COUNCIL, FCT ABUJA.
		LOT 30	SELECTED FARMS IN THE FCT, ABUJA.
		LOT 31	LAGOS EAST SENATORIAL DISTRICT, LAGOS STATE.
		LOT 32	WOMEN AND YOUTH IN LAGOS EAST SENATORIAL DISTRICT, LAGOS STATE.
		LOT 33	KEBBI CENTRAL SENATORIAL DISTRICT, KEBBI STATE.
		LOT 34	DOGUWA/ TUDANWADA FEDERAL CONSTITUENCY, KANO STATE
		LOT 35	TSANYAWA/KUNCHI FEDERAL CONSTITUENCY, KANO STATE
LOT 36	DOGUWA/TUDUN WADA FEDERAL CONSTITUENCY OF KANO STATE		
8.	SUPPLY OF MOTORCYCLES	LOT 37	OGBOMOSHO NORTH/SOUTH AND ORIRE FEDERAL CONSTITUENCY, OYO STATE.
9.	SUPPLY OF SEWING MACHINES	LOT 38	TSANYAWA AND KUNCHI FEDERAL CONSTITUENCY, KANO STATE
10.	SUPPLY OF GRINDING MACHINES	LOT 39	TSANYAWA AND KUNCHI FEDERAL CONSTITUENCY, KANO STATE
11.	SUPPLY OF WATER PUMPS	LOT 40	MIGA/JAHUN FED CONSTITUENCY, JIGAWA STATE
		LOT 41	FUNTUA/DANDUME FEDERAL CONSTITUENCY, KATSINA STATE
12.	SUPPLY OF FOOD ITEMS	LOT 42	DOGUWA/ TUDANWADA FEDERAL CONSTITUENCY, KANO STATE
13.	SUPPLY OF FERTILIZER	LOT 43	FUNTUA/DANDUME FEDERAL CONSTITUENCY, KATSINA STATE

5. COLLECTION OF TENDER DOCUMENTS

CATEGORY A: SERVICES

Pre-qualified firms from Expression of Interest will be invited to make payment and collect Request for Proposals (RfPs), Terms of Reference (ToR) and financial bid documents for the various consultancy services.

CATEGORY B: WORKS & GOODS

Interested firms are to collect bid documents from the Secretary, Tenders Board upon presentation of evidence of payment of a non-refundable tender fee of **Ten Thousand Naira (N10,000)** per lot in favour of SMEDAN by using the Central Bank of Nigeria (CBN) payment gateway platform that can be accessed from the REMITA website at www.remita.net

- Click "Pay Federal Government Agency"
 - Enter "SMEDAN" as the name of MDA and select the service type (Tender Fee)
 - Enter amount N10,000
 - Submit to generate a Remita Retrieval Reference (RRR), a unique payment reference for your transaction.
 - This unique code should be presented at any of this payment Channels:
 - At any branch of any commercial bank nationwide
 - With debit/credit cards (MasterCard, Verve, Visa)
 - Your interment banking site
 - Digital wallet/Mobile money
 - Your Remita Profile for registered Remita Users
 - Select your preferred payment channels to make payment
- If you have any inquiry or complaint, kindly contact our helpdesk via telephone or Email.

6. SUBMISSION OF BIDS

CATEGORY A: SERVICES

The response to the RfPs and ToRs should be attached with **One (1) soft copy (flash drive) and One (1) hard copy of the company profile** and submitted alongside Two (2) copies of a financial bid, all properly sealed and separately, labeled technical bid and financial bid respectively.

CATEGORY B: WORKS & GOODS

Two (2) hard copies Technical requirements/Company Profile should be packaged in sealed envelopes and clearly marked 'Technical Bid'. Soft Copy of the company profile should be included in a Flash Drive. The financial bid should be sealed in a separate envelope and clearly marked 'Financial Bid'.

The two (2) envelopes should be put into a bigger envelope and clearly marked **Invitation To Tender**.

The name of the company, programme and Lot number should be boldly written on the reverse side of all the envelopes. **(All documents should be in ring binding).**

All documents should be addressed to:

The Secretary Tenders Board
Small and Medium Enterprises Development Agency of Nigeria (SMEDAN)
Chris Chigbo Road, Industrial Layout, Phase II,

Opp. Berger Yard, Idu, Abuja.

and should be dropped in a box at the Agency's Procurement Unit located on the first floor. The closing date for the submission of Category B is **12:00 noon on Monday, 15th May 2023** and would be opened immediately following the closing on Monday, 15th May 2023 at **12:00 noon**.

7. REQUIREMENTS FOR CATEGORIES A & B (TECHNICAL BIDS)

- Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- Evidence of Company Income's Tax Clearance Certificate for the last three (3) years valid till 31st December, 2023;
- Evidence of current Pension Compliance Certificate valid till 31st December, 2023 (applicable to bidders whose number of staff is 15 and above)
- Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2023 (applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above)
- Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2023;
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2023 or valid Certificate issued by BPP.
- Evidence of Original Equipment Manufacturer (OEM)/Representative for the procurement of equipment;
- Company's Audited Accounts for the last three (3) years - 2020, 2021, 2022;
- Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Small & Medium Enterprises Development Agency of Nigeria or the Bureau of Public Procurement 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;
- Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications **(in case of construction: COREN, QSRBN, ARCON, CORBON etc.);**
- Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- List of Plants/Equipment with proof of Ownership/Lease (where applicable);
- For ICT projects: Evidence of accreditation by Computer Registration Council of Nigeria and (NITDA)
- For Training: Evidence of accreditation by Centre for Management Development (CMD) or certified Business Development Service Provider (BDSP).
- All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Mobile Telephone Number, and e-mail address. The Letterhead Paper must bear the Names, Phone Numbers and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

The venue for opening is at:

Small and Medium Enterprises Development Agency of Nigeria (SMEDAN) (Training Hall)
Chris Chigbo Road, Industrial Layout, Phase II
Opp. Berger Yard, Idu, Abuja.

8. ADDITIONAL INFORMATION:

- Copy of evidence of payment (SMEDAN RECEIPT) should be included in the Technical submission;
- No Company/Firm should bid for more than two (2) Lots;
- Bidders or their representatives and other interested organizations/general public are by this notice invited to the opening of Bids.
- Category A: Only Shortlisted firms will be invited at a later date for collection of Request for Proposal.
- Only pre-qualified bidders from Technical Evaluation will be invited at a later date for Financial Bid Opening, while financial bids of unsuccessful bidders will be returned un-opened.
- Late submission will be returned un-opened.
- Bidders shall be responsible for all expenses incurred in the preparation of their Bids.
- Failure to satisfactorily fulfill the conditions as requested above will result to the invalidation of such tender.
- SMEDAN reserves the right to verify the authenticity of claim(s) made by any tendering company.
- SMEDAN shall reserve the right to reject any submission based on unverifiable information.
- Please note that this exercise places no commitment on SMEDAN nor establishes any legal relationship whatsoever.
- Bid documents can also be collected in soft copies and bidders can submit through post (courier services).
- The SMEDAN is not bound to prequalify/shortlist any bidder and reserves the right to annul the procurement process at any time without incurring any liabilities in accordance with section 28 of the Public Procurement Act 2007.
- The Agency's website, email address and phone number are as follows:

E-mail address: info@smedan.gov.ng

alim@smedan.gov.ng

Website: www.smedan.gov.ng

Tel: 08033544630

**SIGNED
MANAGEMENT**