NIGERIA BAR ASSOCIATION (NBA)

REQUEST FOR PROPOSAL No: NBA/RFP/PRG/CAL/2025/01

DATE: **3rd/09/2025**

Slot 1. Printing of indigene certificate of various Local Government of Borno and Adamawa state.
Slot 2. Production and engraving of security seal on certificate

NIGERIA BAR ASSOCIATION (NBA) OFFICE MAIDUGURI

CLOSING DATE AND TIME: **12th/09/2025** – 17:00 hrs.

IMPORTANT NOTICE ON ETHICAL CONDUCT

Under no circumstances should a vendor pay NBA or an NBA Staff Member for the submission of a quotation, bid or proposal or for the fulfilment of a contract. This includes non-cash gifts or favors to Staff Members. Be aware that if such payment or non-gifts or favors are made, it would result in the immediate termination of the vendor agreement or contract and the vendor would be disqualified from further Request for Quotations/Invitations to Bid/Request for Proposals with NBA.
You are advised to read and understand the Nigeria Bar Association Code of Conduct for Vendors.

1. INTRODUCTION TO NBA

Nigeria Bar Association (NBA) -

2. REQUIREMENTS

Nigeria Bar Association (NBA), invites qualified construction Contractors to make a firm offer for
1. Printing of indigene certificate of various Local Government of Borno and Adamawa state.
2. Production and engraving of security seal on certificate

IMPORTANT:
Specifications are detailed in Annex A of this document.

It is strongly recommended that this Request for Proposal document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Note: this document is not to be construed in any way as an offer to contract with your firm.

3. BIDDING INFORMATION:

3.1 RFP DOCUMENTS

The following annexes form integral part of this Request for Proposal:

Annex A: Technical Specifications (BOQ)
Annex B: Terms of Reference for The Construction Service
Annex C: Drawings

3.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by **Written** to NBA's Procurement

- Your confirmation of receipt of this Request for Proposal;
- Whether or not you will be submitting a bid.

3.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this RFP by **Contacting the Procurement**

Before the expiration of this RFP

IMPORTANT:
Please note that Bid Submissions are not to be sent to the e-mail addresses. Failure to comply with this provision may result in disqualification.

NBA will reply to the questions received as soon as possible

3.4 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. You can propose any others details or works not taken into consideration in the annexes provided on a separate document

IMPORTANT:
Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other NBA staff other than the submission address will result in disqualification of the offer. Please send your bid directly and only to the address provided in the "Submission of Bid" section 3.6 of this RFP.

Your offer shall comprise the following two sets of documents:
- Technical offer
- Financial offer

3.4.1 Content of the TECHNICAL OFFER

IMPORTANT:
No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The Terms of Reference for the services requested by NBA can be found in Annex B.

Your technical offer should clearly state whether or not the services you are offering are fully conforming to requirements given. Clearly state and disclose any discrepancies with the specifications given.

The following details shall also be provided in the Technical Offer.

a) Relevant experience of the firm: Past experience and performance record. Include letters of reference and/or previous Purchase Orders. Special attention given to International NGOs and UN agencies. Provision of contracts with any UN agency and previous experience of any similar contract is desirable

b) Proper understanding of the requirements for services, including assumptions: include any assumptions as well as comments on the data indicated in the BOQ, or as you may otherwise believe to be necessary.
Any comments or suggestions on the BOQ, as well as your detailed description of the manner in which your firm would respond to the BOQ.

IMPORTANT: Estimative technical specifications (BOQ) are detailed in Annex A of this document. Bidders are requested to conduct assessment visit to the site if needed.

3.4.2 Content of the FINANCIAL OFFER

Your separate Financial Offer must contain an overall offer in a single currency, in Naira currency.

NBA is exempt from VAT, but charges WHT in accordance with Nigerian laws. Within this regard quoted rates are to be provided without VAT.

The Financial offer is to be submitted as per the Financial Offer Form (Annex A). Bids that have a different price structure may not be accepted.

You are requested to hold your offer valid for 90 days from the deadline for submission. NBA will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Service Contract. NBA's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

	Summary of technical proposal	Score Weight	Points Obtainable	VENDOR NAME	TOTAL POINTS
1.	Relevant experience of the firm: Past experience and performance record. Include letters of reference and/or previous Purchase Orders and previous experience of any similar contract is desirable.	10%			
2.	Proper understanding of the requirements for services, including assumptions include any assumptions as well as comments on the data indicated in the BOQ, or as you may otherwise believe to be necessary. Any comments or suggestions on the BOQ, as well as your detailed description of the manner in which your firm would respond to the BOQ.	40%			
3.	Execution Timeline for Project completion (Time is of the essence here)	20%			
	TOTAL	70%	70		

3.5.2 Financial evaluation:

The Financial offer will use the following percentage distribution: 30% from the total score.
The financial component will be analyzed only for those suppliers that pass the technical evaluation.
The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price.

PRICE EVALUATION EXAMPLE

When the total cost of each bid has been established, these costs will be converted to a score out of 30.
Since the lower the cost the better, the lowest cost should be awarded a score of 30.
All other bids will be scored using the formula:

Bid's Score = (lowest total cost / bid cost * 30)

Four bids are received. The total cost for e ach is:

BID A	SON LTD	?24,180,000.00
BID B	DAUGHTER LTD	?19,550,000.00
BID C	MOTHER LTD	?21,840,000.00
BID D	FATHER LTD	?23,000,000.00

The cost score for each bid is:

BID A	19,550,000/24,180,000 * 30 =	24.255
BID B	19,550,000/19,550,000 * 30 =	30
BID C	19,550,000/21,840,000 * 30 =	26.854
BID D	23,000,000/19,550,000 * 30 =	25.5

3.6 SUBMISSION OF BID

The offers must bear your official letter head, clearly identifying your company.
Your offer, shall be sealed in an outer and two (2) inner envelopes as detailed below

IMPORTANT:
The Technical Offer and Financial Offer are to be sent in separate envelopes (inner envelopes). Failure to do so will result in disqualification.

- The outer envelope shall be addressed as follows:

Bid Opening Committee
NBA Bar centre No. 3 waziri kolo street
Behihind GRA Zenith Bank
Maiduguri Municipal,
Borno State.

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AND TO SEND BY REGISTERED MAIL OR HAND DELIVERED TO ANY OF THE FOLLOWING NBA OFFICES

1. NBA OFFICE IN MAIDUGURI

Plot **NO. 3 Waziri Kolo Street, behind G.R.A. Zenith Bank** Maiduguri, Borno State
Nigeria Bar Association's access to justice office Office,

- The inner envelopes shall clearly separate the technical and financial offers as follows:

Envelope 1: Shall be marked "Technical Offer" for "NBA/RFP/PRG/CAL/2025/01
✓ , and contain the full technical component of your offer

Envelope 2: Shall be marked "Financial Offer" for "NBA/RFP/PRG/CAL/2025/01
✓ , and include your signed and stamped financial offer.

Deadline: 12th/09/2025 – 17:00 hrs

IMPORTANT:
Any bid received after this date or sent to another NBA address may be rejected. NBA may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

NBA will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

IMPORTANT:
The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by NBA as meeting the technical specifications.

3.5 BID EVALUATION:

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will not be considered. Award of a previous contract with NBA will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject

3.5.1 Technical evaluation:

Technical offers will be evaluated using inter alia the criteria contained in the Technical Evaluation Form below and per a percentage distribution of 70% from the total score.

The Technical offer score will be calculated according to the percentage distribution for the technical (70%) and financial (30%) offers.

The cut-off point (minimum score) for submissions to be considered technically-compliant will be 45 points out of the 70 points.

3.7 BID ACCEPTANCE:

NBA reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

NBA may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by NBA at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that NBA is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to NBA's general principles, including economy and efficiency and best value for money.

3.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer(s). Payment will be made in accordance to the Contract for the Purchase of Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by NBA.

Baba Kura

Coordinator

N B A - 3rd /09/2025