



NATIONAL AUTOMOTIVE DESIGN AND DEVELOPMENT COUNCIL

(Former National Automotive Council & Centre for Automotive Design & Development)

(FEDERAL MINISTRY OF INDUSTRY, TRADE AND INVESTMENT)



INVITATION FOR TENDER AND EXPRESSION OF INTEREST(EoI)

1.0 INTRODUCTION

The National Automotive Design and Development Council (NADDC) in compliance with the requirement of the Public Procurement Act of 2007, invites interested, competent and reputable Contractors/Suppliers/Consultants with relevant experiences, requisite expertise and good record of accomplishment to submit bids and expression of interest (EOI) documents for the execution of its 2025 Capital Projects as listed below:

2.0 SCOPE OF GOODS, WORKS AND SERVICES

CATEGORY A: GOODS

S/N	Description
NADDC/G/001	Procurement of Consumables and Non-Consumables for Foundry Workshop
NADDC/G/002	Purchase of CNG Conversion Kits
NADDC/G/003	Procurement of Office Equipment
NADDC/G/004	Procurement of Office Furniture for Automotive Training Centres
NADDC/G/005	Procurement of Office Furniture for the Council's Headquarters
NADDC/G/006	Procurement of CNG Storage Cascade
NADDC/G/007	Procurement and Integration of Accounting Software

CATEGORY B: WORKS

S/N	Description
NADDC/W/001	Landscaping of Design studio Complex
NADDC/W/002	Construction of Administrative Block Building
NADDC/W/003	Procurement and Integration of Staff Bio Data machine and other Related Services
NADDC/W/004	Fencing of Councils Land at Sheda, Kwali Area Council FCT
NADDC/W/005	Provision and installation of Solar Energy at Council's Headquarters
NADDC/W/006	Procurement and Installation of Solar Lighting System at Auto Hub, other training Centres and Test Centres
NADDC/W/007	Construction of Rural feeder road with a grade A Solar Street Light in Kwara South, Kwara State.

CATEGORY C: CONSULTANCY SERVICES

S/N	Description
NADDC/C/001	Advance Training on CNC machines
NADDC/C/002	National Training of Technicians and Youths on Servicing, Repairs and Maintenance of Electric and Light Vehicles Nationwide
NADDC/C/003	Training Workshop on Electrical Vehicles using the developed CNG/Electric Vehicle Manual
NADDC/C/004	Training Workshop on Electrical Vehicles using the developed National Occupational Standards
NADDC/C/005	Development of Software for Data Aggregation and GPS Tagging
NADDC/C/006	Development of Autofix Mobile application
NADDC/C/007	National Motorsports Development Policy
NADDC/C/008	CNG Conversion Training
NADDC/C/009	Sensitisation workshop for Nigeria Association of Motor Dealers in the North
NADDC/C/010	Sensitisation workshop for Nigeria Tyre and Battery Industries

3.0 ELIGIBILITY REQUIREMENT

Interested Companies/Firms are required to submit the following information/documents:

- Evidence of Company Certificate of Registration with Corporate Affairs Commission (CAC) including Form CAC2 and CAC7,
- Evidence of Company Income's Tax Clearance Certificate for the last three (3) years valid till 31st December, 2025;
- Evidence of Pension Clearance Certificate valid till 31st December, 2025
- Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2025
- Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2025;
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2025 or valid Certificate issued by BPP;
- Sworn Affidavit disclosing whether or not any officer of the relevant committees of the National Automotive Design and Development Council 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;
- Evidence of Certificate issued by Centre for Management Development (CMD) for all training Consultancies Services
- Company's Audited Accounts for the last three (3) years (2022, 2023, 2024);
- Reference Letter from a reputable Commercial Bank in Nigeria indicating willingness to provide credit facility for the execution of the project when needed;
- Company's Profile with Curriculum Vitae of Key professional Staff to be deployed for the project, detailing their experience and expertise relevant to the assignment, current contact information (telephone and e-mail address) and copies of their Academic/Professional qualifications professional registration certificates such as COREN, QSRBN, ARCON, CORBON, SURCON, ICAN etc;
- Verifiable documentary evidence of at least three (3) similar jobs (in size, nature and complexity) executed in the last five (5) years including Letters of Awards, Valuation Certificate, Job Completion Certificates and Photographs of the projects;
- List of Plants/Equipment to be used for the project with proof of Ownership/Lease Agreement;
- ICT jobs: Evidence of current Licence/Accreditation with Computer Professionals

Registration Council of Nigeria (CPN) and National Information Technology Development Agency (NITDA);

- For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers;
- For Joint Ventures/Partnership, Memorandum of Understanding (MoU) should be provided and each member of the JV/Partnership should individually meet all the requirements as stated in this eligibility requirement.
- All financial submission in excess of Three Hundred Million (N300,000,000.00) shall be accompany with a 2% of Bid Price as Bid Security from a reputable Bank/Insurance company and it should be in the formant as stated in the standard Bidding document;
- Tender Validity period of your bid should be clearly stated in the Bid Covering/Forwarding letter and in any case should not be less than one Hundred and Twenty (120) days and also Job completion period respectively as time is of essence in the execution of all the projects;
- Photocopy of receipt of bid purchase;
- 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), Contact Address, Telephone Number preferably GSM No. and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the Firm.

4.0 COLLECTION OF TENDER DOCUMENTS (CATEGORY A & B)

Interested bidders shall collect Standard Bidding Documents on presentation of an evidence of payment of a **NON-REFUNDABLE** tender fee of **Ten Thousand Naira (N10,000.00)** per Lot, paid into the National Automotive Design & Development Council (NADDC) Remita e-collection Account in any reputable Commercial Bank in Nigeria, during working hours at the office of the

**Head Procurement Unit,
Room 112, First floor,
National Automotive Design & Development Council,
No 13 David Ejoor Street,
Gudu District, Apo, Abuja.**

Note that Consultants/Service Providers interested in category C – **Expression of Interest (EoI)** are not required to pay for bidding documents until when/after they are shortlisted for Request for Proposal (RfP).

5.0 PREPARATION OF BID/ EXPRESSION OF INTEREST DOCUMENTS AND SUBMISSION

Bidders are required to prepare two (2) hard copies and One (1) soft copy of Technical and Financial/ Expression of Interest Documents, with the required information/documents arranged in the order in which they appear in 3.0 above, with dividers to separate each section, and with each sheet duly signed and paginated.

The technical and financial bids, shall be package separately in sealed envelopes clearly marked “Technical Bid” or “Financial Bid”, also enclose a soft copy of both the financial and Technical and addressed appropriately. Thereafter put the two (2) sealed envelopes into one single sealed envelope with the Project Name and Lot number of interest clearly written on the top right-hand corner. The name of the company/Firm, joint venture or consortium written on the reverse side and addressed to:

**The Director General,
National Automotive Design & Development Council,
No 13 David Ejoor Street,
Gudu District, Apo, Abuja.**

Completed Documents shall be dropped in the designated Tender box at the office of the Head, Procurement Unit in the address stated above not later than **12.00 noon on Thursday, 11th September, 2025** for projects under **Goods and Works**. All submissions must be in English language and signed by an official authorized by the company/Firms.

6.0 SUBMISSION OF EOI

Interested Consultants/Service providers are to submit the Expression of Interest (EoI) in two (2) hard copies each (one original & one Photocopy) with a soft copy. The EOI should be addressed as indicated above and submitted not later than **12.00noon on Friday, 29th August, 2025**.

7.0 BID OPENING

Bids/ Expression of interest shall be opened immediately at the close of bid submission 12:00 Noon **Friday, 29th August, 2025** for **Category C** (Expression of Interest) and **Thursday, 11th September, 2025** for **Category A and B** respectively in the presence of bidders or their representatives at the Council's Conference Room, Gudu District, Abuja

8.0 NOTE

- NADDC is not bound to shortlist any Applicant and reserves the right to annul the procurement process at any time without incurring any liability in accordance with section 28 of the Public Procurement Act 2007;
- NADDC shall verify any or all documents and claims made by Bidder and shall disqualify any Bidder whose claims are found to be false;
- This advertisement shall not be construed as a commitment on the part of NADDC to issue a request for proposals and/or award of contract to any Bidder, nor shall it entitle any Bidder to make any claim of indemnity from NADDC
- No bidder is allowed to bid for more than two (2) lots
- Non-compliance by bidders to any **Requirements and Instructions** above shall be treated as Major deviation.

**Signed:
Director General**