



OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION

PLOT 1570, SAMUEL LADOKE AKINTOLA BOULEVARD, GARKI, ABUJA.

INVITATION TO TENDER (ITT) NO.: OAGF/PROC/2025/NCB/1

INVITATION TO TENDER/EXPRESSION OF INTEREST

1. INTRODUCTION

The Federal Government of Nigeria has allocated public funds to the Office of the Accountant-General of the Federation (OAGF) in the 2025 Appropriate Act for the procurement of Goods and Consultancy Services for the execution of projects and programs towards achieving the mandate of the Office. In compliance with the provisions of the Public Procurement Act, 2007 and other extant guidelines for the award of contracts in the Federal Public Services, OAGF wishes to invite experienced and eligible Contractors/Suppliers/Service Providers/Consultants to submit bids/Expression of Interest documents for the following projects:

2. SCOPE OF GOODS/WORKS/SERVICES

CATEGORY A: GOODS (INVITATION TO TENDER)

S/N	LOT NO.	PROJECT TITLE/DESCRIPTION	LOCATION
1	G1	Purchase and Installation of Office Furniture and Fittings	Abuja
2	G2	Purchase of Operational Vehicle	Abuja
3	G3	Supply of Utility and Project Vehicles to Support various Revenue Drive Initiatives by the Treasury	Abuja
4	G4	Procurement of Laptops, Computer Accessories and Network repair tools for Data Protection	Abuja
5	G5	Provision of Office Equipment for Asset Tracking and Accounting	Abuja
6	G6	Provision of Assets Tracking, Capturing and Verification Materials	Abuja
7	G7	Provision of Stationery and Office Consumables for Assets Tracking and Accounting	Abuja
8	G8	Provision of Computer Hard wares for Establishment and Deployment of E-Library for Research & Development	Abuja
9	G9	Purchase of Computers and Computer Consumables for Treasury Single Account (TSA) Operations	Abuja
10	G10	Purchase of Utility/Operational Vehicles for Treasury Single Account (TSA) Operations	Abuja
11	G11	Purchase of Stationeries & IT Consumables for GIFMIS Operations	Abuja
12	G12	Procurement of Office Equipment for AGF's Office	Abuja
13	G13	Printing of the Updated Accrual Accounting Manual	Abuja

CATEGORY B: CONSULTANCY SERVICES (EXPRESSION OF INTEREST)

S/N	LOT NO.	PROJECT TITLE/DESCRIPTION
1	C1	Specialized Capacity Training on Monitoring & Evaluation (M&E), Research Methodology and Data Analysis for PRS Middle Cadre Officers
2	C2	Training on Microsoft Excel package

3. ELIGIBILITY REQUIREMENTS

- Interested and competent Contractors wishing to carry out the above listed jobs are required to submit the following documents which will be subjected to verification by the OAGF:
- i. Evidence of Certificate of Incorporation/registration with Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7 (or CAC 1.1). Business Name with Form BN1 is also acceptable for Consultancy Services;
 - ii. Evidence of Company's Tax Clearance Certificate (or personal Income Tax Clearance Certificate of all the Partners in case of Business Name) for the last (3) years (2022, 2023 & 2024) valid till 31st December, 2025;
 - iii. Evidence of Pension Clearance Certificate valid till 31st December, 2025 (this requirement is only applicable to bidders whose number of staff is 15 and above);
 - iv. Evidence of Industrial Training Fund (ITF) Compliance Certificate, valid till 31st December, 2025 (this requirement is only applicable to bidders whose number of staff is 5 and above);
 - v. Evidence of Nigerian Social Insurance Trust Fund (NSITF) Compliance Certificate valid till December 31, 2025;
 - vi. 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, 2025 or valid Certificate issued by BPP;
 - vii. Sworn affidavit:
 - disclosing whether or not any officer of relevant committees of the Office of the Accountant-General of the Federation (OAGF), or Bureau of Public Procurement (BPP) 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 under receivership, the subject of any form of winding up petition or proceedings, insolvency or bankruptcy;
 - viii. Company's Audited Accounts for the last three (3) years (2022, 2023 and 2024);
 - ix. Reference letter from any reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
 - x. Verifiable documentary evidence of at least three (3) similar projects executed in the last five (5) years accompanied by Letters Award, Valuation/Job Completion Certificates and Photographs of the projects;
 - xi. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professionals such as COREN, QSRBN, ARCON, CORBON etc (where applicable);

- xii. Evidence of Company's/Firm's current registration with relevant regulatory professional body(ies), such as COREN, ARCON, CORBON, SURCON, ICAN/ANAN, NITDA/CPN/ for ICT Projects), CMD (for Training Services), etc;
- xiii. Letter of Authorisation as representative of the Original Equipment Manufacturers (OEM) for Supply of Equipment;
- xiv. Only companies included in the National Automobile Design and Development Council's approved list of local manufacturers of vehicles or their authorised representatives should bid for the Vehicles;
- xv. For Joint Ventures/ Partnership, Memorandum of Understanding (MoU) indicating Lead Partner should be provided (CAC, Tax Clearance Certificate, Pension clearance certificate, ITF compliance Certificate, NSITF Clearance Certificate, IRR, Sworn Affidavit are compulsory for each JV Partner).

NOTE: All documents for submission must be transmitted with a Covering/forwarding under the Company's /Firm's Letter Head paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.) and e-mail address. The Letterhead Paper must bear the Names and Nationalities of all Directors Company at the bottom of the page, duly signed by the authorized officer of the firm.

4. COLLECTION OF TENDER DOCUMENTS (GOODS)

A complete set of Standard Bidding Documents (SBDs) are to be collected by interested bidders from **Director Procurement's office, Room WA1, 1st Floor, Office of the Accountant-General of the Federation (OAGF) Plot 1570, Samuel Ladoke Akintola Boulevard, Garki, Abuja**, upon presentation of evidence of payment of non-refundable tender fee of **Ten Thousand Naira (N10,000.00)** to Office of the Accountant-General of the Federation TSA/REMITA A/C in any reputable Commercial Bank in Nigeria for each Lot. The TSA Account Number is to be obtained from OAGF Central Pay Office (CPO) at Treasury House, Garki, Abuja.

5. SUBMISSION OF TENDERS (GOODS)

Completed Tender Documents must be delivered in two (2) hard copies each of the technical and financial bids (with soft copy of financial bid only in MS Excel format), packaged separately in sealed envelopes and clearly marked as 'Technical Bid' or 'Financial Bid'. Thereafter put the two sealed envelopes together in a bigger sealed envelope addressed to: **The Accountant-General of the Federation, Office of the Accountant-General of the Federation (OAGF), Plot 1570, Samuel Ladoke Akintola Boulevard, Garki, Abuja** and clearly marked with the Lot bid for. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated Tender Box in the office of the Director Procurement not later than **12:00noon Monday 23rd February, 2026**.

6. SUBMISSION OF EXPRESSION OF INTEREST DOCUMENTS (CONSULTANCY SERVICES)

Interested firms are to submit two (2) bound Expression of Interest (Eol) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope addressed as indicated above and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated Tender box not later **12:00noon on Monday 9th February, 2026**.

7. OPENING OF EOI DOCUMENTS (CONSULTANCY SERVICES)

The Eol documents shall be opened immediately after the deadline for submission at **12:00noon Monday 9th February, 2026** in the presence of the bidders/representatives, Civil Society Originations (CSOs) in areas of Anti-Corruption and Transparency and other relevant statutory bodies at the OAGF Conference Room, 2nd Floor, Treasury House, Garki, Abuja.

8. OPENING OF TECHNICAL TENDERS (GOODS)

The Technical Tenders shall be opened immediately after the deadline for submission at **12:00noon Monday 23rd February, 2026** in the presence of the bidders/representatives, Civil Society Originations (CSOs) in areas of Anti-Corruption and Transparency and other relevant statutory bodies at the OAGF Conference Room, 2nd Floor, Treasury House, Garki, Abuja.

9. GENERAL INFORMATION

- i. Tenders must be in English Language and signed by an official authorized by the bidder;
- ii. Late Tenders will be rejected;
- iii. Bidders should not bid for more than two (2) Lots;
- iv. All cost will be borne by the bidders;
- v. Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- vi. Qualified bidders after the technical bids evaluation for Goods and Works will be invited for financial bids Opening, while the financial bids of un-successful bidders will be returned un-opened;
- vii. Consultancy Services: Only shortlisted Applicants at Eols evaluation will be invited at a later date for collection of Request for Proposals;
- viii. For further enquiries please contact Procurement Department between 9.00 am - 4.00 pm (Mondays – Fridays) at this address: **Director Procurement's office, Room WA1, 1st Floor, Office of the Accountant-General of the Federation (OAGF) Plot 1570, Samuel Ladoke Akintola Boulevard, Garki, Abuja** or vide E-mail: **gopaluwa@oagf.gov.ng**
- ix. The Office of the Accountant-General of the Federation is not bound to pre-qualify/shortlist any applicant and reserve 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.

SIGNED
Accountant-General of the Federation
Office of the Accountant-General of the Federation.