MINISTRY OF STEEL DEVELOPMENT

METALLURGICAL TRAINING INSTITUTE
KM 6/7, ONITSHA OWERRI ROAD
P.M.B 1555, ONITSHA

EXPRESSION OF INTEREST AND INVITATION TO TENDER FOR 2025 CAPITAL PROJECTS

1.INTRODUCTION

The Metallurgical Training Institute, Onitsha is a Federal Government Owned Institute with the mandate to train Low/Middle Level Technical Manpower in Maintenance and Repair works for the Steel and Allied Industries in Nigeria. In compliance with the Public Procurement Act 2007, the institute hereby invites reputable, competent and qualified companies to tender for Procurement and Consultancy Services of the following projects:

2.SCOPE OF GOODS & SERVICES

CAPITAL PROJECTS: INVITATION TO TENDER

CATEGORY A: GOODS

LOT NO	DESCRIPTION
LOT 1	PURCHASE OF TRAINING EQUIPMENT
LOT 2	PURCHASE OF OFFICE EQUIPMENT
LOT 3	PURCHASE OF POWER GENERATOR

CONSULTANCY PROJECT

CATEGORY B: CONSULTANCY SERVICES

LOT NO	DESCRIPTION
LOT 4	AUTOMATION OF THE PAYMENT PROCESSES FOR ENHANCED EFFICIENCY, TRANSPARENCY AND ACCOUNTABILITY (APPEETA)

3. ELIGIBILITY REQUIREMENTS

a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC7. Business Name with Form BN1 is also acceptable for Consultancy Services;
b. Evidence of Company Income's Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the partners in case of Business name) for the last three (3) years (2022, 2023 & 2024) valid till 31st December, 2025;
c. Evidence of Pension Clearance Certificate valid till 31st December, 2025 (this requirement is only applicable to bidders whose number of staff is 5 and above);
d. 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 or bidders whose annual turnover is ₦50m and above);
e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2025;
f. Evidence of Registration on the National Database of Federal Contractors, Consultants, and Service Providers by submission of Interim Registration Report (IRR) expiring 31st December, 2025 or valid Certificate issued by the BPP;
g. Sworn Affidavit:

- disclosing whether or not any officer of the relevant committee of the Metallurgical Training Institute, Onitsha 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 criminal offence relating to any 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 that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months

h. Company's Audited Accounts for the last three (3) years – 2022, 2023 & 2024, and the declared turnovers must correspond with those in Tax Clearance Certificate;
i. Reference Letter from a reputable Commercial Bank in Nigeria indicating willingness to provide credit facility for the execution of the project when needed;
j. For Training Programmes (Lot 4): Evidence of firm's current Registration with the Centre for Management Development (CMD) and the firm must register with the Office of the Auditor General of the Federation;
k. Company's Profile with the Curriculum Vitae of key staff to be deployed for the project including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, CORBON, etc.;
l. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letter of Awards, Valuation Certificates and Job Completion Certificates and Photograph of the projects.
m. For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
n. Electricity Jobs: Evidence of current Licence issued by Nigerian Electricity Management Services Agency (NEMSA);
o. For Joint Venture/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 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, 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 Note signed by the authorised officer of the Firm.

4.0 COLLECTION OF TENDER DOCUMENTS

Interested companies are to visit the Institute's website www.mti.org.ng to download the Standard Bidding Documents (SBD) with the attached forms for each lot, fill both of them appropriately and submit them with evidence of payment of non-refundable tender fee of ₦10,000.00 per Lot, paid into the Metallurgical Training Institute, Onitsha's Remita account in any reputable Commercial Bank in Nigeria. **"Your bid will be considered valid only upon evidence of payment of tender fee"**

Please, note that interested firms in Consultancy Services will not pay at this stage until after shortlisting.

5.0 SUBMISSION OF TENDER DOCUMENTS (GOODS)

Prospective bidders are to submit bid for each of the Lot desired, one (1) original and two (2) hard copies each of the technical and financial bids with softcopy of financial bid only, 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 Director/Ag. Chief Executive, Metallurgical Training Institute, km 6/7 Onitsha-Owerri Road, Onitsha 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 drop in the designated Tender Box at the Procurement Department of the Institute, Room 6 not later than **12:00 noon, Tuesday, 10th March, 2026.**

6.0 SUBMISSION OF EXPRESSION OF INTEREST (CONSULTANCY SERVICES)

Interested firms are to submit three (3) bound of Expression of Interest (EoI) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to Director/Ag.Chief Executive, Metallurgical Training Institute, km 6/7 Onitsha-Owerri Road, Onitsha 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 drop in the designated Tender Box Procurement Department of the Institute, Room 6 not later than **12:00 noon, Tuesday, 24th February,2026.**

7.0 OPENING OF EXPRESSION OF INTEREST AND TECHNICAL BIDS

The EOI and the Technical bids will be opened immediately after the deadlines for submission at **12:00 noon, Tuesday, 24th February,2026.**and **12:00 noon,Tuesday,10th March, 2026,** respectively, in the Institute's Conference Room, in the presence of bidders or their representatives, while the financial bids will be kept un-opened. Please, ensure that you sign the Bid Submission Register at the Procurement Department of the Institute, Room 6 as the Metallurgical Training Institute, Onitshawill not be held liable for misplaced or wrongly submitted bids.

8.0 GENERAL INFORMATION

a. EOI/Bids must be in English Language and signed by an official authorised by the bidder;
b. Arrangement of technical documents in hard copies should follow the order in the list above and appropriately paginated. The technical documents should have a table of content indicating the pages, which these items are to be found. Failure to comply with this directive will result in disqualification of the bidder;
c. EOIs/Bids submitted after the deadline for submission would be returned un-opened;
d. Successful bidders will not be awarded for more than two (2) Lots;;
e. All cost will be borne by the bidders;
f. Bid documents can also be collected in soft copies and bidder can submit through post (Courier Service); whereas if submitted after the deadline for submission would be returned un-opened;
g. The Metallurgical Training Institute, Onitsha reserved the right to verify claims made in the returned tender documents;
h. The EOI/Technical bids will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies;
i. Goods: Only pre-qualified bidders at the technical evaluation will be invited at later date for financial bids opening, while financial bids of un-successful bidders will be returned un-opened;
j. Consultancy Services: Only shortlisted firms will be invited at a later date for collection of Request for Proposals;
k. Each Standard Bidding document has it attached bidding forms which can be access www.mti.org.ng or click @ Metallurgical Training Institute, Onitsha| Invitation to Tender
l. **Note:** Lot one(1) and Lot Four (4) unconditional Bank Guarantee is required for Bid Security, while Lot two (2) and Lot Three (3) required Bid Securing Declaration as contained in the attached forms
m. The Metallurgical Training Institute, Onitsha is not bound to pre-qualify/shortlist any Applicants 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.

Signed:
Director/Ag. Chief Executive
Metallurgical Training Institute, Onitsha
9th February, 2026