



Name of Company: Abuja Electricity Distribution Plc
Reference Bid No: AED/G/01/06/2020
Subject: Supply of Personal Protective Equipment (PPE)

Bid Timetable:

Date of Issue: 22nd June 2020
Request for Clarification due: 29th June 2020; 10am
AEDC Clarification to bidders: 3rd July 2020; 10am
Date of Bid Submission due: 13th July 2020; 10am
Planned date of award: 27th July 2020
No. of pages : 24 (including this coversheet)

Invitation to bid: Supply of Personal Protective Equipment

AEDC is required to maintain power quality in line with prevailing Nigeria regulations as set by the Nigeria Electrical Regulatory Commission (NERC) in their customer's service standards of Performance, together with internationally accepted standards (IEC 60050). AEDC has a franchise for the distribution and sale of electricity across an area of 133,000 km² in the Federal Capital Territory, Niger State, Kogi State and Nasarawa State.

AEDC intends to procure various PPE as described in this invitation to bid. We hereby invite sealed bids from qualified bidders based on the specifications described herein. You are required to read the document carefully before submission of your bids. This document is free of charge and all enquiries pertaining to this document can be addressed to aedcprocurement@abujaelectricity.com

AEDC looks forward to receiving your bid submission and thank you in advance for your interest in our procurement opportunities

Signed
Management.

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2.0 Deliverables and Specification Table

Deliverables:

S/N	ITEM DESCRIPTION	QUANTITY
Lot 1	Fire Retardant Coverall ATPV12.4	1350
Lot 2	Work suit (long sleeve jacket)	150
Lot 3	Composite Toe -cap safety boot	1500
Lot 4	Safety Hat	2000
Lot 5	Safety belt & positioning strap	100

Specification Table:

S/N	PPE	Specifications	Sizes	Quantity												
1	Fire Retardant Coverall ATPV12.4	<ul style="list-style-type: none"> • Shall be made from comfortable-to-wear, permanently flame-resistant, anti-static and arc rated fabric to protect employees against the thermal effects of an electric arc flash • All components should be certified to the latest EN Standards • Shall have an Arc Rating >12cal/cm² and a fabric mass >250g/m² • Shall have excellent breathability, absorbs sweat and moisture • Shall have anti-shrink and anti-wrinkle finishing • Major seams shall be double- or triple-stitched and stress points are bar-tacked for strength • Shall fit snugly with no loose ends or stripes that can get caught or entangled while working. • Shall have reflective stripes/tapes on the both shoulders, sleeves and legs • Shall have facility (Tool pocket) for carrying hand tools • Shall have radio loops at the end of each shoulder reflector tape • Shall have concealed zipped 2 breast pockets and a sleeve pocket • Shall have 2 side access pockets with hidden exterior-to-interior access and 2 back pockets • Shall have concealed front flame retardant zippers with press stud closure • Shall have kneepad pockets • Shall have an elasticated waist band • Shall have hook & loop adjustment cuffs/velcro • Shall be marked with "AEDC" at the front left breast pocket and boldly at the back • Shall have a safety badge on the upper sleeve • Shall have an identification number above the front right breast pocket • Colour: Pantone (534 C, 2747 U), CYMK (C-100, M-92, Y-7, K53), RGB (R-3, G-3, B-117) 	<table border="1"> <tr> <td>S</td> <td>100</td> </tr> <tr> <td>M</td> <td>510</td> </tr> <tr> <td>L</td> <td>515</td> </tr> <tr> <td>XL</td> <td>210</td> </tr> <tr> <td>2XL</td> <td>10</td> </tr> <tr> <td>3XL</td> <td>5</td> </tr> </table>	S	100	M	510	L	515	XL	210	2XL	10	3XL	5	
S	100															
M	510															
L	515															
XL	210															
2XL	10															
3XL	5															

S/N	PPE	Specifications	Sizes	Quantity
2	Work Suit	<p>Long Sleeve Jacket</p> <ul style="list-style-type: none"> • Shall be made from comfortable-to-wear, permanently flame-resistant, anti-static and arc rated fabric to protect employees against the thermal effects of an electric arc flash • All components should be certified to the latest EN Standards • Shall have an Arc Rating >12cal/cm2 and a fabric mass >250g/m2 • Shall have excellent breathability, absorbs sweat and moisture • Shall have anti-shrink and anti-wrinkle finishing • Major seams shall be double- or triple-stitched and stress points are bar-tacked for strength • Shall fit snugly with no loose ends or stripes that can get caught or entangled while working. • Shall have reflective stripes/tapes on the both shoulders and sleeves • Shall have radio loops at the end of each shoulder reflector tape • Shall have concealed zipped 2 breast pockets and a sleeve pocket • Shall have concealed front flame retardant zippers with press stud closure • Shall have hook & loop adjustment cuffs/velcro • Shall be marked with “AEDC” at the front left breast pocket and boldly at the back • Shall have a safety badge on the upper sleeve • Shall have an identification number above the front right breast pocket • Colour: Pantone (534 C, 2747 U), CYMK (C-100, M-92, Y-7, K53), RGB (R-3, G-3, B-117) <p>Trouser</p> <ul style="list-style-type: none"> • Shall have reflective stripes/tapes on legs • Shall have facility for carrying hand tools • Shall have 2 side access pockets and 2 back pockets • Shall have kneepad pockets • Shall have a belted waist band • Colour: Pantone (534 C, 2747 U), CYMK (C-100, M-92, Y-7, K53), RGB (R-3, G-3, B-117) 	S	25
			M	50
			L	60
			XL	10
			2XL	5
3	Composite Toe-cap Safety Boots	<ul style="list-style-type: none"> • Shall comply with International and EH Standards for Personal Protective footwear • It must have slip resistance (forward movement) and grip (backward movement) which must also comply with standards • The safety boot shall be designed to impede the flow of electricity through the shoes and to ground, thereby reducing the possibility of electrocution • The boots must be safe to wear in an environment where live circuits are present • It must have rubber outsole to ground any charges during an incident • It must have a composite toe – 100% metal free 	39(EU)	20
			40(EU)	130
			41(EU)	150

S/N	PPE	Specifications	Sizes	Quantity
		<ul style="list-style-type: none"> The boot when tested shall be able to withstand applications of 50kV at 60 Hertz (Hz) for one minute, with leakage in excess of 3.0 milliamperes (mA) The boots shall be comfortable and fit properly The upper materials shall pass water resistance and breathability requirement It shall have a sole design that provide adequate fit, foot and arch support, puncture plate, flexibility, underfoot cushioning and heel impact absorption The boots shall be designed in such a way that it absorbs moisture away from the foot and out of the shoe The upper material shall be made from pure leather The boots shall be light weight and must not weigh more than 2 kg 	42(EU) 43(EU) 44(EU) 45(EU)	200 300 400 300
4	Hard Hat	<ul style="list-style-type: none"> The hard hat must comply with approved Standard for Personal Protection Protective Headwear. The Hard hat outer shell usually made from High Density Polyethylene or other thermoplastic material The suspension system inside the hat shall be designed to help absorb and dissipate impact while keeping a clearance between the head and shell of the hat. The class of hat should be noted inside the hat shell including Manufacturer's name and the Legend. Shall be marked with the date of manufacture and must have a lifespan of ≥3 years from date of manufacture. Shall have fast-track suspension and optional swing suspensions. Liners or sweatbands shall be added for warmth or Cooling. Shall have headbands, chin and nape straps for adjustment to keep the hat comfortably on the head. The hard hat shall pass the force transmission test - shall withstand 20kV, AC, 60 Hertz, for 3mins. Leakage shall not exceed 9mA and at 30kV the text sample shall not burn through. Meets ANSI/ISEA Z89.1-2009 (Class E) and CSA Z94.1-2005 (Class E) AEDC logo shall be boldly printed in front Colour: Pantone (534 C, 2747 U), CYMK (C-100, M-92, Y-7, K53), RGB (R-3, G-3, B-117) 	Small (6 to 7-1/8-Inch) Standard (6-1/2 to 8-Inch) Large (7 to 8-1/2-Inch)	750 750 500
5	Safety Belt & Positioning Strap	<ul style="list-style-type: none"> A superior design and performance belt of industry standard that combines a padded, contour cushion section with flares for two shifting D-rings and 5 1/2" back. The belt shall be made from leather material for comfort. It shall not break under a minimum tensile load of 2000KG. (19,6KN) and should be comfortable and durable The lineman's safety belt shall strictly conform to the requirement of class P of IEC: 3521/1999 with latest amendments. Marking shall be as per IEC with addition of word "AEDC" or any serial individual identification code 	36-44, D-to-D (D-ring to D-ring)	100

S/N	PPE	Specifications	Sizes	Quantity
		<ul style="list-style-type: none"> • The belt shall be marked with Manufacturer's name and expiry date. • The material of belt shall have a uniform thickness and uniform width. The waist belt, shoulder straps, thigh straps, Pole straps and the safety belt and harness shall be made from leather material shall not break under a minimum tensile load of 2000KG (19.6 KN). • The test specimen shall be of entire cross section whose minimum width and thickness should be 40 mm and 3 mm respectively. • The lanyard shall not break under a minimum tensile load of 2000 Kg. (19.6 KN). The minimum diameter of test specimen should be 12 mm. • Threading for sewing load bearing components shall have similar physical and chemical properties to the materials being sewn. The perfect stitching shall be done for joining various sections so that it can bear the load as per International Standards. • All joints of safety belts shall be stitched perfectly with standard thread so that the safety belt may bear the load as per IS specification • All metal components shall be solid or forged in such a manner that the joints are not visible and the jointed part of the metal does not impair the strength or quality. The surface shall be smooth finish and free from any manufacturing defect, burrs of uneven surface. • In order to protect all metal fittings against corrosion and /or other chemical reaction, it is necessary that all the fittings should be chromium plated or any other protective coating and the coating of the chromium shall be as per IEC specification to provide use /store of the safety belt for a minimum period of 3 years. Care should also be taken that the part of metal fittings mating with the webbing shall be smoothly finish, rounded and designed to prevent damage to the webbing. • Hooks, clamps or other fastenings and holding devices shall be of similar quality and properly treated or plated. The design of the hooks shall be self- closing type and care shall be taken to ensure that if pressure is exerted accidentally on the tongue or latch, they shall not disengage. • If any springs are used, then they shall be so arranged and loaded that when the hooks are closed, the springs rest in position and are free from any movement until pressure is applied to release or to engage. • Strength hooks and main load bearing metal parts and fittings shall not break under the test load of 2000KG (19.6KN). The load shall be applied as closely as practicable in a manner in which the component is stress in service. • For all AEDC safety belts aluminum, magnesium or titanium metals or alloys thereof shall not be used. 		



3.0 Eligibility Criteria

Vendors that are registered with AEDC should quote their **Vendor's Identification Number (VIN) on their cover letter and do not need to submit the below listed document(a-h)**. However, vendors that are not registered should provide the following mandatory documents in hard copy in the below sequential order.

- a. Clear Copy of Certificate of incorporation and memorandum and articles of association, particulars of directors and statement of share allotment, updated annual returns filings. Foreign based entities should provide documents that are equivalent to the above from their country.
- b. Company Profile (not more than 5 pages)
- c. CV of Management Team
- d. An affidavit by the MD/CEO that none of the entity's shareholders, directors or senior management staff are related to AEDC's core investor, directors, subsidiary or affiliate
- e. The company's Audited Accounts for the last current three years
- f. Current Tax Clearance Certificate and for the past two years
- g. Evidence of VAT registration and Tax payer Identification No.
- h. Evidence of compliance with the provisions of Pension Reforms Act 2004
- i. Proof of previous relevant experience of the applicant. E.g. Copies of contract award and completion certificates.

The above documents must be submitted on or before 13th July 2020, 10am at the below address and labelled as indicated below:

*Attention: **Bid Opening Committee***
Abuja Electricity Distribution Company
No. 1 Ziguinchor Street
Wuse Zone 4
Abuja

*Subject: **Procurement of Personal Protective Equipment (PPE)***

Name of bidder entity: _____



Section A: Technical Offer – Mandatory

Please note: Technical Qualification will be evaluated on a Pass/Fail basis

Qualifying Criteria (Mandatory)	Q
Bidders are required to provide all technical literature (catalogue) and detailed specifications of proposed PPE necessary to support the bid for each line item in which the bidder is interested.	P/F
Bidders are required to submit one sample each , of the required items for verification and testing. The bidder shall be responsible for the cost of providing the samples to AEDC, and the bidder agrees that any sample submitted shall not be returned. The samples will be subjected to rigorous testing and any approved and accepted sample will be used as a benchmark against the quality of goods supplied during the contract period. Testing of all PPE's is a mandatory requirement .	P/F
Copy of Evidence of Manufacturer's Accreditation and availability of technical support from original equipment manufacturer (OEM) for the related supply. (Applies only if the bidding company is not the OEM original equipment manufacturer of the products offered). The letter must be on the OEM Letter head and signed, stamped and dated. Original Equipment Manufacturers should provide a written statement as an OEM providing relevant verifiable information of their status.	P/F
Provide evidence of past supplies handled in the last 5years. Any of the below evidence can suffice <ul style="list-style-type: none"> a) An acknowledged delivery note from the organization in which the supply was made, including a copy of the award from the organization. b) Reference letter from an organization in which your entity has made previous supplies including a copy of similar relevant award attached to the reference letter. A sample of the reference letter has been provided in the appendix. 	P/F
Warranty for all goods supplied must be 1 year. Please provide a written statement about your warranty provisions, process of returned stock and replacement.	P/F

The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in this document.

Section B: Financial Bid

Your bid must be on your headed paper and in **NGN (Naira Currency)** with the following conditions

- i. Prices excluding VAT. Please indicate the VAT amount separately
- ii. DDP (Delivered Duty Paid, as per ICC's Incoterms 2020); AEDC Central Stores Wuse Zone 5
- iii. Validity of offer (Your offer must be valid for at least 90 days from date of bid submission deadline).
- iv. Delivery terms / lead time
- v. Point of Manufacture
- vi. AEDC desires an extended installment payment plan within one year in four (4) equal tranches (each payment per quarter) after satisfactory confirmation and receipt of items, delivery, inspection, and acceptance.



- vii. The Price quoted by the bidder cannot be altered or changed due to escalation because of forex fluctuations, any variation in taxes, levies and cost of material. This is a fixed firm price award.
- viii. The price quoted is to be written in words as well as figures and in case of discrepancies between prices written in words and prices written in figures, the prices written in words shall be considered correct.

The following documents must be submitted with your financial bid.

1. Evidence of financial capability in delivering a project of this magnitude. A letter of support from the bank or audited financial statement for the year 2018/2019 will suffice.
2. Delivery plan: All PPE must be delivered within a span of 2months from the date of award. Bidder should provide a delivery plan on how this will be achieved.
3. Letter of acceptance of AEDC Payment plan

4.0 Evaluation Method

Evaluation of Bids shall be undertaken in the following steps:

- a) Qualification assessment for bidders not duly registered with AEDC.
- b) Preliminary examination of mandatory conditions as stated in Section A: Technical Offer-Mandatory. Bidders who satisfactorily pass the conditions will be subject to a financial review.
- a) Evaluation of commercial offer: Commercial Bids of only technically qualified bidders will be reviewed. Commercial bids of technically disqualified bidders will not be reviewed.

5.0 Award Criteria

AEDC will award the contract to best qualified bidder whose bid substantially conforms to the technical requirements set forth in this solicitation documents and offers the lowest price for each line requirement. All bidders are strongly advised to submit bids for only PPE's where they have expertise and a track record.

AEDC reserves the right to accept or reject any bid and to annul the solicitation process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for AEDC action.

6.0. Bid submission instructions:

- i. Only Technical bids must be submitted online via <https://tender.abujaelectricity.com> and must be in **PDF**. Please refer to appendix F on instruction of how to upload your bid titled: *Tenders Vendors Guide*.
- ii. The Technical proposal must include detailed catalogues of samples proposed uploaded in PDF.



iii All physical samples should be sent via courier and labelled with Supplier's name and should be received on or before 13th July 2020; 10am

v. Late bids **WILL be rejected, and bidders will be unable to upload their documents on the website.**

vi. Financial bid should be submitted using the format prescribed in Appendix B to the following address in a close envelope:

*Attention: **Bid Opening Committee***

Abuja Electricity Distribution Company

No. 1 Ziguinchor Street

Wuse Zone 4

Abuja

*Subject: **Procurement of Personal Protective Equipment (PPE)***

Name of bidder entity: _____

vii. AEDC PLC reserves the right to reject any tender and or annul the tendering process and reject all tenders at any time prior to AEDC PLC signing the contract, without hereby incurring any liability to any tenderer and without being required to give any reason thereof.

7.0. General instructions:

7.1 Cost of Tendering

Bidders must bear all the costs associated with the preparation and submission of their bid and any further costs incurred prior to award of contract unless otherwise previously agreed in writing by AEDC.

7.2 Bid Invitation Documents

7.2.1 You are expected to examine all the tender invitation documents, which indicate what information must be provided. Incomplete bids may be rejected.

7.2.2 All material issued by AEDC in connection with the invitation to tender remains the property of the AEDC and is to be used solely for the purpose of tendering. Documents must not be copied or forwarded to unauthorized persons.

7.2.3 Information supplied by AEDC is supplied for general guidance in the preparation of tenders. Bidders must satisfy themselves by their own investigations with regard to the accuracy of such information. No responsibility is accepted by AEDC for any inaccurate information obtained by tenderers.

7.2.4 All Proposals will become the property of AEDC on receipt and will not be returned to the bidder. As between AEDC and a bidder the intellectual property rights in the information



contained in the Bidders document belongs to the tenderer, but AEDC may use any information contained in a bid for the purposes of assessing and evaluating the bids, for the negotiation and preparation of any related agreements, and as otherwise contemplated by this ITB. All intellectual property rights in this ITB and in any materials prepared by AEDC and distributed with, or in connection with, this ITB belongs to, and remain with, AEDC.

7.3 Amendment to Tender Invitation Documents

7.3.1 The bid documents may be modified by amendment at any time prior to the deadline for receipt of tenders.

7.3.2 Any such amendment will be notified in writing to all prospective bidders and posted on the AEDC Website. A form is attached at Annex A to these instructions and you must record all amendments on this form and return it with the bid documents. Any amendment will be binding on bidders.

7.3.3 In order to give you reasonable time in which to take the amendment into account in preparing your bid, AEDC may, at its discretion, extend the deadline for the receipt of tenders.

7.4 Tender Prices

7.4.1. Prices shall be quoted firm for the duration of the contract unless otherwise stated.

7.5 Bid Validity Period

7.5.1 Bids shall remain valid for a period of **ninety days** from the closing date for return of tenders. A bid valid for a shorter period may be judged to be non-compliant and rejected by AEDC.

7.5.2 In exceptional circumstances, AEDC may seek your consent to extend the validity period. You may refuse such a request without penalty. If you grant the request you will not be permitted to modify your bid. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder should be unconditional and irrevocable. A Bidder granting the request will not be permitted to modify its bid.

7.6 Post Qualification exercise

AEDC reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the bidders. Such post-qualification shall be fully documented and may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the bidder on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the RFP requirements and evaluation criteria



based on what has so far been found by the evaluation team;

- c) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- d) Physical inspection of the bidders's offices, branches or other places where business transpires, with or without notice to the bidder;
- e) Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of AEDC where available; and
- f) Other means that AEDC may deem appropriate, at any stage within the selection process, prior to awarding the contract.

7.7 Documents Establishing the Eligibility and Qualifications of Bidders

7.7.1 If so requested by AEDC, you should furnish documents establishing your eligibility to tender and your qualifications to fulfil the contract if your bid is accepted.

7.8 Language of bidding documents

7.8.1 The bidding document, all correspondence and all documents relating to this requirement must be written in English. Any literature printed in another language and provided by you to AEDC must be accompanied by an English translation of its relevant passages. In such cases, for the purpose of interpreting the bid, the English translation shall govern.

7.9 Conflict of Interest

7.9.1 Where a conflict of interest may exist or arise, bidder must inform AEDC and submit declaration statements for avoiding such conflicts. This is particularly important where the conflict could result in a real danger of bias during execution of supply.

7.10 Deadline for Receipt of Bids

7.10.1 It is the Bidders responsibility to ensure that their bids are uploaded by the date and time of the deadline for the receipt. AEDC does not undertake to consider tenders received after the deadline as the web portal for submission will be closed.

7.10.2 Any request for an extension of the period of tendering must be received at least 4 working days before the due date for return. No undertaking can be given that an extension will be granted. Bidders should note that if an extension is given this will be extended to all tenderers.



7.11 Clarification, Withdrawal and re-submission of bids

7.11.1 Bidders requiring any clarifications on this ITB may notify AEDC in writing by E-mail via aedcprocurement@abujaelectricity.com . Note that all questions asked on or before 29th June, 2020;10am and responses will be posted on AEDC Website by 3rd July, 2020; 10am.

7.11.2 You may withdraw your bid at any time prior to AEDC notification of acceptance by sending notice of withdrawal in writing to aedcprocurement@abujaelectricity.com

7.12. Evaluation of bids

7.12.1 AEDC will award the contract to the tenderer who, following the evaluation criteria set above meets all required criteria and is determined as having provided the Lowest priced technically responsive, eligible and qualified bid.

7.13. Right to reject any or all Bids

7.13.1 AEDC reserves the right to cancel the tender process and reject all bids at any time prior to award of contract without incurring any liability to the affected bidders.

7.13.2 AEDC does not bind itself to accept the lowest or any tender and reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in his tender.

7.14. Standard Terms and Conditions of Contract

7.14.1 Standard Terms and conditions of Contract shall be provided by AEDC. The Contractor's terms will not be applicable to this bid.

7.15 Confidentiality of Bids

7.15.1 You should note that your tender will be invalidated if you disclose to any other party, even approximately, what your tendered prices are or will be at any time before the deadline for delivery of tenders. An exception to this will only be made if you need an insurance quotation to calculate your tender prices, in which case you may give your insurance company or brokers any essential information they require, so long as you do so in strict confidence.

7.15.2 Any attempt to obtain any information about anyone else's bid or proposed bid prior to the deadline for delivery of bids will also invalidate your bid.

7.16 Award of Contract

7.16.1 Prior to the expiry of the bid validity period AEDC will send to the successful bidder a letter of provisional acceptance and at the same time AEDC will notify each unsuccessful bidder by posting on the website, results of the evaluation process.



7.16.2 The successful bidder shall within 7 calendar days of receipt of the contract documentation sign both copies and return them to AEDC. AEDC will sign both copies and return one signed copy to the successful bidder and retain the other copy. No other form of acknowledgement will be accepted.



APPENDIX A

**ABUJA ELECTRICITY DISTRIBUTION COMPANY
Supply of Personal Protective Equipment**

Date of Issue: 22/06/2020

Closing Date: 13/07/2020

ACKNOWLEDGEMENT OF RECEIPT OF TENDER DOCUMENT

I, the undersigned, acknowledge receipt of the above-mentioned tender documents.

Name:

Designation:

Signature:

Date:

Company Name:

Email Address:

I confirm that we shall participate in this tender

I regret that we shall not participate in this tender

Give reasons:

.....

.....

.....

This form **MUST** be completed and sent back to AEDC as confirmation that your company is interested /not interested in participating in this bidding process.



APPENDIX B- COMMERCIAL OFFER

To be submitted on your company letter head.

S/N	ITEM DESCRIPTION	QUANTITY (A)	U/PRICE (NGN) (To be completed by bidder) (B)	Amount(NGN) (To be completed by bidder) (C) = (A) X (B)
Lot 1	Fire Retardant Coverall ATPV12.4	1350		
Lot 2	Work suit (long sleeve jacket)	150		
Lot 3	Composite Toe -cap safety boot	1500		
Lot 4	Safety Hat	2000		
Lot 5	Safety belt & positioning strap	100		
Total Amount: (To be completed by bidder)				
VAT (7.5% of total amount) : (To be completed by bidder)				
Grand total (Inclusive of VAT)				
Amount in words: To be completed by bidder				
Validity of bid : To be completed by bidder				
Terms of Delivery: To be completed by bidder				
Delivery plan: To be completed by bidder				
Terms of Payment: To be completed by bidder				
Point of Manufacture: To be completed by bidder				

Communications concerning this Proposal shall be addressed to:

Name of Authorized Representative: _____

Title: _____

Address: _____

Telephone Number _____

Email: _____

Submitted on _____, 2020.

Signature of Offeror's Authorized Representative



APPENDIX C- TECHNICAL SPECIFICATION SHEET

Please provide a detailed description of the goods to be supplied, indicating clearly how they comply with the technical specifications indicated on page 3 (see table: technical specification). Describe how the bidder will supply the goods keeping in mind the current covid19 challenges.

S/N	ITEM DESCRIPTION	BIDDERS SPECIFICATIONS
Lot 1	Fire Retardant Coverall ATPV12.4	
Lot 2	Work suit (long sleeve jacket)	
Lot 3	Composite Toe -cap safety boot	
Lot 4	Safety Hat	
Lot 5	Safety belt & positioning strap	



APPENDIX D – MANUFACTURER’S AUTHORIZATION

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid.]

Date: *[insert date (as day, month and year) of Bid Submission]*

Reference No.: *[insert ref number of bidding document]*

To: *[Abuja Electricity Distribution Plc
No.1 Zlguinchor Street, Wuse Zone 4 Abuja
FCT, Nigeria]*

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories / development facilities at [insert full address of Manufacturer’s factories], do hereby authorize [insert complete name of Bidder] to submit a bid for the purpose of which is to provide the following PPE manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty for the provision of a Contract, with respect to the above mentioned PPE offered by the above firm as below

The Manufacturer warrants that all the propriety rights shall be vested and current models of designs shall be tailored to the project as applicable, and that they incorporate all recent improvements in design and materials, unless provided otherwise.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on _____ day of _____, _____ *[insert date of signing]*



APPENDIX E – CONFLICT OF INTEREST

VENDOR’S CONFLICT OF INTEREST DECLARATION

For the purposes of this statement, the term “Conflict of Interest” means:

- a) in relation to the procurement process, the Vendor has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:

- (i) having, or having access to, confidential information of AEDC in relation to this procurement that is not available to other Vendors,
- (ii) communicating with any person with a view to influencing preferred treatment in the procurement process (including but not limited to the lobbying of decision makers involved in the procurement process), or
- (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the procurement process; or

- b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the Vendor’s other commitments, relationships or financial interests:

(i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the Vendor will be deemed to declare that:

- (a) there was no Conflict of Interest in preparing its proposal and/or quote; and
- (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the procurement.

Otherwise, if the statement below applies, check the box.

- The Vendor declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal and/or quote, and/or the Vendor foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the procurement.

If the Vendor declares an actual or potential Conflict of Interest by marking the box above, the Vendor must set out below details of the actual or potential Conflict of Interest:

The following individuals, as employees, advisers, consultant, or in any other capacity

- (a) participated in the preparation of our proposal and/or quote; and
- (b) were employees of the AEDC and have ceased that employment within twelve (12) months



prior to the date our proposal and/or quote is made:

Nos	Subject	Details
1	Name of Individual	
2	Job Grade	
3	Department	
4	Last Date of Employment with the AEDC	
5	Brief Description of Individual's Job Functions	
6	Brief Description of Nature of Individual's Participation in the Preparation of the Proposal and/or Quote	

(Repeat above for each identified individual)

The Vendor agrees that upon request, the Vendor shall provide to AEDC any additional information from each individual identified above in the form prescribed.

Name of Vendor

Signature of Vendor's Representative

Name of Vendor's Representatives

Date

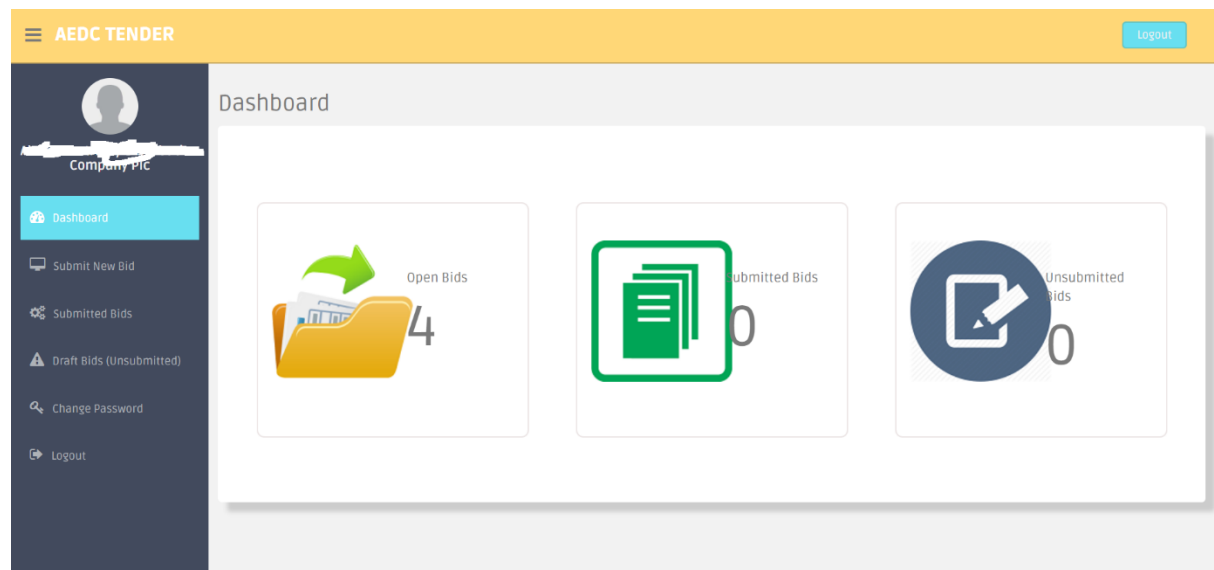
APPENDIX -F : TENDER VENDORS GUIDE

Application URL: <https://tender.abujaelectricity.com>

Login / Registration

Vendors are expected to login if they already have an account or register if they don't have an account.

Dashboard



Explanation of the dashboard items

Open Bids – Number of bids that are open which you can apply for.

Submitted Bids – Bids that vendor has submitted.

Unsubmitted Bids – Bids that vendor has saved which are not submitted yet.

SUBMITTING BIDS

NEW BID

To submit new bids,
click on the link 'Submit New Bid'

AEDC TENDER Logout

Dashboard

Company PIC

- Dashboard
- Submit New Bid**
- Submitted Bids
- Draft Bids (Unsubmitted)
- Change Password
- Logout

Open Bids
4

Submitted Bids
0

Unsubmitted Bids
0

Click on the apply button against the new bid

AEDC TENDER Logout

Abuja Electricity Distribution Company Plc

- Dashboard
- Submit New Bid
- Submitted Bids
- Draft Bids (Unsubmitted)
- Change Password
- Logout

Bids

Open Bids

#	Bid Name	Bid Description	Document	Status	Action
1	Procurement of Financial Advisory Services	Interested firms should email aedcprocurement@abujaelectricity.com for a copy of the Invitation to Tender (ITT)	Download	open	Apply
2	Pre-qualification of Insurance Firms	AED PLC is a power distribution company supplying power to the four states of Kogi, Nasarawa, Niger and Federal Capital Territories (Abuja). AED PLC seeks to pre-qualify professional insurance brokers who will undertake the service indicated below aimed at ensuring that AED PLC has appropriate and effective insurance cover for 2017. The Insurance policies are: • Motor Vehicle Insurance Policy • Group Life Assurance • Group Personal Accident • Directors and Officers Liability Insurance • Property Damage/Business Interruption • Sabotage & Terrorism • Third Party Liability : Primary (Local) • Third Party Liability : First Excess Layer (Reinsurance) • Third Party Liability : Second Excess Layer (Reinsurance) SUBMISSION DEADLINE- MONDAY ,21ST AUGUST:10AM	Download	open	Apply
3	Test Bid	Test Bid	Download	open	Apply
4	Provision of financial services	This bid aims to help us provide financial services	Download	open	Apply

Fill the new bid form and upload documents and submit or save for later submission.

AEDC TENDER Logout

Submit Bid

Upload details

Application Details		Application Profile	
Bid Name:	Provision of financial services	Company Name:	ABC Bank Limited
Bid Description:	This bid aims to help us provide financial services	Address:	1 Ziguinchor Street, Wuse Zone 4,
Bid Status:	open	Email:	info@abc.com
Upload documents		Phone:	011-12345678
First name (*)	<input type="text" value="Choose Files"/> No file chosen		
Lastname	<input type="text" value="Choose Files"/> No file chosen		
Company name	<input type="text" value="Choose Files"/> No file chosen		
<input type="button" value="Submit"/> <input type="button" value="Save Draft"/>			

RETURNING TO COMPLETE UNSUBMITTED BID (WHICH HAD BEEN SAVED)

Click on the 'Draft Bids (Unsubmitted)'

AEDC TENDER Logout

Dashboard

Company PIC

- Dashboard
- Submit New Bid
- Submitted Bids
- Draft Bids (Unsubmitted)**
- Change Password
- Logout

Open Bids
4

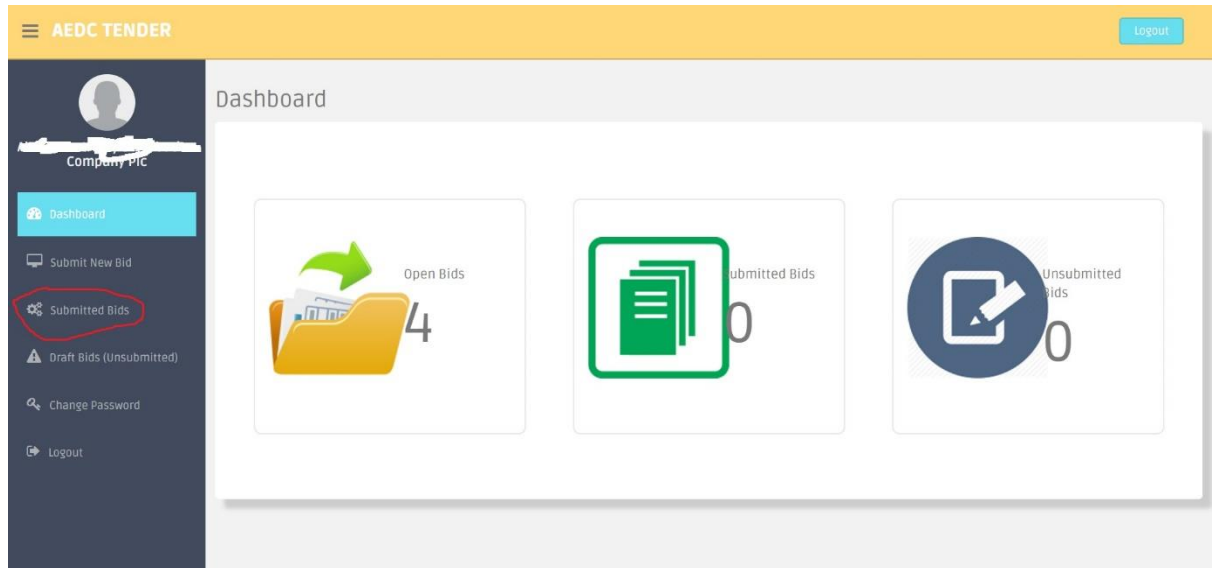
Submitted Bids
0

Unsubmitted Bids
0

Click on the 'continue' button against the saved bid you want to work on
Finish off and submit.

SUBMITTED BIDS

Click on the 'Submitted bids' link



LOGGING OUT OF THE BID PORTAL

Click on the logout button on the top right corner of the page

