



**THE PRESIDENCY
BUREAU OF PUBLIC ENTERPRISES**
Hamza Zayyad House, 11, Osun Crescent, Off IBB Way, Maitama District,
P.M.B. 442, Garki, Abuja, Nigeria.

**REQUEST FOR QUOTATION (RFQ) FOR THE SUPPLY OF COMPUTER ACCESSORIES AND OFFICE
STATIONERY**

A. INTRODUCTION

The Bureau of Public Enterprises (BPE) hereby invites reputable, experienced, and competent bidders to submit quotations for the under-listed projects.

**SCOPE OF SUPPLY
(GOODS)
LOT 1 - SUPPLY OF COMPUTER ACCESSORIES**

S/N	Item	Specification	Qty	Unit Price(₦)	Total Price(₦)
1.	SSD Replacement	NVMe M.2 PCIe 4.0 SSD	20		
2.	Faceplate, Pattress & Installation Workmanship	RJ45 Faceplate and Pattress	10		
3.	Laptop Battery	CS03XL	2		
4.	Computer Mouse	HP USB Mouse	5		
5.	UPS Power Point	13A, 2P+E European Double Socket	2		
6.	System Power Adapter	HP 200 All-in-One G3 Power Cable/Pack	3		
7.	Laptop Charger	65W Pin-Type Charger	1		
8.	Keyboard	HP USB Keyboard	1		

S/N	Item	Specification	Qty	Unit Price(₦)	Total Price(₦)
9.	RJ45 Connectors	Pack of 500 RJ45 Connectors	1 Pack		
	Add 7.5 VAT				
	Total				

LOT 2 – OFFICE STATIONERY

S/N	Item	Specification	Qty	Unit Price(₦)	Total Price(₦)
1.	A4 paper	Chamex (500 sheets)	40 Ctns		
2.	External Hard Drive 500 GB	Seagate Backup Plus Slim 500GB	25 Pics		
3.	External Hard Drive 1 TB	Seagate Backup Plus Slim 1TB	25 Plcs		
4.	Hard Cover Notebook	2,000 Sheets	20 Pics		
5.	Conqueror Paper	500 Sheets A4 Paper Laid (Textured) Official Cream Color	10 Reams		
	Add 7.5 VAT				
	Total				

B. ELIGIBILITY REQUIREMENTS

Interested bidders should submit one (1) separate original copy of their quotations and one (1) copy of supporting documents duly signed, paginated, with sections separated by dividers, and arranged in the order outlined hereunder:

- i. Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC), including Forms CAC2 and CAC7; or Certificate of Registration with CAC.
- ii. Evidence of Company/Firm's Tax Clearance Certificate for the last three (3) years (2023, 2024, and 2025), valid till 31st December 2026.
- iii. Copy of current Pension Compliance Certificate valid till 31st December 2026.

- iv. Copy of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December 2026.
- v. Copy of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December 2026.
- vi. Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of an Interim Registration Report (IRR) expiring by 31st December 2026, or a valid certificate issued by the Bureau of Public Procurement (BPP).
- vii. Company's audited accounts for the last three (3) years (2023, 2024, and 2025).

C. SUBMISSION OF QUOTATION AND OTHER DOCUMENTS

Interested bidders should submit one (1) separate original copy of their quotations and one (1) copy of supporting documents duly signed, paginated, with sections separated by dividers, and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to:

Director-General,
Bureau of Public Enterprises (BPE)
11, Osun Crescent, Off IBB Way, Maitama, Abuja.
Attention: Head, Procurement Unit

Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and should be submitted to the address outlined below not later than 3 pm on 25th September 2026:

Room 023, Ground Floor,
BPE, 11, Osun Crescent, Off IBB Way, Maitama, Abuja.

D. OPENING OF EOI DOCUMENTS

The quotation will be opened immediately after the deadline for submission on Friday, 25th September 2026 at 3:30 pm, in the General Conference Room, 2nd Floor, BPE, 11, Osun Crescent, Off IBB Way, Maitama, Abuja, as the Bureau will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head, Procurement Unit on e-mail: AAjomale@bpe.gov.ng.

E. DELIVERY REQUIREMENTS

Delivery shall be completed **within 14 days** of the award date. Delivery location is Bureau of Public Enterprises, 11, Osun Crescent, Off IBB Way, Maitama, Abuja.

F. VALIDITY OF QUOTATION

Your quotation shall remain valid for 60 days from the date of submission.

G. EVALUATION OF QUOTATION

Upon satisfying the eligibility criteria outlined in paragraph B above, your quotation will be further evaluated based on the following criteria, and only bids that secure 70% marks and above will be considered for the award:

1. Compliance with Technical Specifications.
2. Price Competitiveness.
3. Experience and Past Performance - Evidence of at least three (3) similar jobs executed in the last five (5) years, including letters of award and job completion certificates.
4. Delivery Period - Evidence of at least three (3) similar jobs in the last five (5) years delivered within the specified completion period by inclusion of Job Completion Certificate.

H. GENERAL INFORMATION

- i. Quotation must be in the English Language and signed by an official authorised by the bidder.
- ii. Quotation presented after the deadline for submission will not be collected.
- iii. The bidders shall bear all costs incurred in response to this advert or enquiries.
- iv. Fake documents and false declarations may be forwarded to the relevant prosecution authorities.
- v. The Bureau is not bound to prequalify any bidder. It reserves the right to annul the bidding process at any time without incurring any liabilities or proffering any reasons for the annulment in accordance with Section 28 of the Public Procurement Act 2007.
- vi. This advertisement is published for information purposes and should not be construed as a commitment or obligation on the part of the Bureau to award a contract.

Signed
Director-General
Bureau of Public Enterprises