



**NATIONAL IDENTITY MANAGEMENT COMMISSION**  
**11 Sokode Crescent, Off Dalaba Street, Zone 5, Wuse Abuja**  
**INVITATION TO TENDER FOR CONTRACTORS/SUPPLIERS FOR THE 2021 BUDGET**  
**IMPLEMENTATION OF THE COMMISSION**

**1.0 INTRODUCTION**

The National Identity Management Commission (NIMC), "The Commission charged with the mandate to establish, operate and manage the National Identity Database in Nigeria seeks to invite applications from interested Contractors/Suppliers with cognate experience to submit Technical and Financial Bids for the under-listed projects:

**2.0 SCOPE OF SUPPLY**

Lot 1: Procurement of Drugs/Medical Supplies and PPES

Lot 2: Procurement of Office Stationaries/Consumables

Lot 3: Procurement of Office Furniture.

LOT4: Provision of Comprehensive Identity Card Application Solution for the Staff, Visitors and Vendor of National Identity Management Commission.

Interested Contractors are expected to indicate their interest in any of the above **LOTS, which should not be more than one:**

**3.0 ELIGIBILITY REQUIREMENTS**

To be prequalified, interested firms must supply the following verifiable evidence including:

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC7;
- b. Evidence of Company Income's Tax Clearance Certificate for the last three (3) years valid till 31<sup>st</sup> December, 2021; with minimum average annual turnover of: LOT1 ~~₦~~10million; LOT 2 ~~₦~~5 Million; LOT 3 ~~₦~~20 Million and LOT 4 ~~₦~~5 Million;
- c. Evidence of Pension Clearance Certificate valid till 31<sup>st</sup> December, 2021 (applicable where number of staff is at least 15);
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2021 (applicable where number of staff is at least 5 or at least ~~₦~~50m turnover);
- e. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31<sup>st</sup> December, 2021;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2021 or valid Certificate issued by BPP.
- g. Sworn Affidavit disclosing whether or not any officer of the relevant committees of the National Identity Management Commission 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;
- h. Company's Audited Accounts for the last three (3) years -2018, 2019 & 2020;
- i. Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

- j. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards,, Job Completion Certificates and Photographs of the projects;
- k. Lot 1: Evidence of Firm's current registration with Pharmaceutical Council of Nigeria;
- l. For Joint Venture/Partnership, Memorandum of Understanding (MoU) 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)
- m. 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 signed by the authorised officer of the firm.

**NOTE:** Original Documents should be available for sighting on demand.

#### **4.0 COLLECTION OF TENDER DOCUMENTS**

Interested companies are to collect the Standard Bidding Document (SBD) from the office of the DGM/Head, Procurement National Identity Management Commission (NIMC), 11 Sokode Crescent off Dalaba Street, Wuse Zone 5, Abuja on evidence of payment of **a non-refundable tender fee of ₦10,000 per Lot**, paid into to the National Identity Management Commission (NIMC) Remita Account in any reputable Commercial Bank in Nigeria.

#### **5.0 SUBMISSION OF TENDER DOCUMENTS**

Prospective bidders are to submit bid of each of the Lot desired 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 DGM/Head Procurement Unit, National Identity Management Commission (NIMC), No. 11 Sokode Crescent off Dalaba Street, Wuse Zone 5, Abuja and clearly marked (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 Unit, Room 009, Old Administrative Block, National Identity Management Commission, No. 11 Sokode Crescent off Dalaba Street, Wuse Zone 5, Abuja**) **not later than 12:00 noon on Thursday, 7<sup>th</sup> October, 2021.**

#### **6.0 OPENING OF TECHNICAL BIDS**

Only the Technical Bids will be opened immediately after the deadline for submission **at 12:00 noon on Thursday, 7<sup>th</sup> October 2021, at the Ecosystem Building, NIMC Headquarters**, Wuse Zone 5, Abuja, while the Financial Bids will be kept un-opened. Please, ensure that you sign the bid submission register in the office of (DGM/Head, Procurement Unit, Room 009, Old Administrative Block, 11 Sokode Crescent off Dalaba Street, Wuse Zone 5, Abuja) as the National Identity Management Commission will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the DGM/Head Procurement on [nkoyo.iwok@nimc.gov.ng](mailto:nkoyo.iwok@nimc.gov.ng).

## **7.0 GENERAL INFORMATION**

- i. Bids must be in English Language and signed by an official authorised by the bidder;
- ii. Bids submitted after the deadline for submission would be returned un-opened;
- iii. Bidders should not be more than one (1) Lots;
- iv. All costs will be borne by the bidders;
- v. Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording (link will be sent to bidders) with the presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency;
- vi. Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- vii. Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
- viii. The NIMC is not bound to pre-qualify any bidder 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  
**DGM/Head Procurement**  
**For: DG/CEO**