



**FEDERAL MINISTRY OF COMMUNICATIONS AND DIGITAL ECONOMY
NATIONAL IDENTITY MANAGEMENT COMMISSION
11 Sokode Crescent, Off Dalaba Street, Zone 5, Wuse Abuja www.nimc.gov.ng**

**INVITATION TO TENDER FOR CONTRACTORS/SUPPLIERS FOR THE 2022 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 invites interested Contractors/Suppliers with cognate experience to submit Bids for the following projects:

2.0 SCOPE OF SUPPLY AND WORKS

Interested Contractors are expected to indicate their interest in any of the following **LOTS, which should not be more than ONE in either of the under-listed categories:**

CATEGORY A (GOODS)

- LOT P1: Procurement of Stationeries/Consumables
LOT P2: Procurement of Furniture, Fittings and Electronics (FFE)

CATEGORY B (WORKS)

- LOT J3: Drilling of boreholes in selected NIMC State Offices (Nasarawa, Adamawa & Benue)
LOT J4: Rehabilitation & Reroofing of Plateau State Office and ERC
LOT J5: Rehabilitation of Rivers State Regional Office, Gate house and ERC.
LOT J6: Rehabilitation & Construction of Gombe State Office and ERC
LOT J7: Rehabilitation & Construction of Akwa Ibom State Office and ERC
LOT J8: Rehabilitation of Enugu State Office and ERC

3.0 ELIGIBILITY REQUIREMENTS

Prospective bidders should submit the following documents:

- 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’s Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2022;
- c. Evidence of Pension Clearance Certificate valid till 31st December, 2022 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2022 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder’s annual turnover is ₦50m and above);
- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2022;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2022 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;
 - 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 in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;
- h. Company's Audited Accounts for the last three (3) years - 2019, 2020 & 2021, duly acknowledged by the Federal Inland Revenue Service (FIRS);
- 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. 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.;
- k. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- l. Works: List of Plants/Equipment with proof of Ownership/Lease Agreement;
- m. Lot P2: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- n. 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)
- o. 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 Ag. Director, Procurement, National Identity Management Commission (NIMC), **Procurement Unit, Room 009, Old Administrative Block, National Identity Management Commission, No. 11 Sokode Crescent off Dalaba Street, Wuse Zone 5, Abuja** on presentation of evidence of payment of a **non-refundable tender fee of ₦10,000 per Lot**, paid into the National Identity Management Commission (NIMC) Remita's 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 Ag. Director 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 Tuesday 13th December, 2022.**

6.0 OPENING OF TECHNICAL BIDS

Only the Technical Bids will be opened immediately after the deadline for submission **at 12:00 noon on Tuesday 13th December, 2022, in front of the Former Enrolment Centre (Close to the main gate-gate 1), 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 (Ag. Director, 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 Ag. Director, Procurement Unit on nkoyo.iwok@nimc.gov.ng. procurement@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. All costs will be borne by the bidders;
- iv. Attendees at the bid openings shall be required to wash hands, use hand sanitiser, wear mask and observe physical distancing. The Bids will be opened in the presence of CSOs and Professional bodies and covered by video recording; invitation link will be sent to bidders who chooses to join the bid opening online;
- v. Bid documents cannot be collected in soft copies and Bidders can submit through Post (Courier Services);
- vi. 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;
- vii. 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.

8.0 DISCLAIMER

This advertisement is published for information sake and invitation only. The National Identity Management Commission Abuja will not be responsible for any cost or expenses incurred by any interested party/parties in connection with any response to this invitation and or other submission of the tenders' document.

Signed

Ag. Director, Procurement For: DG/CEO