



**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 FOR EXPRESSION OF INTEREST FOR THE 2022 BUDGET IMPLEMENTATION OF THE
COMMISSION**

1. 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 Service Providers with cognate experience in areas listed under 2.0 below wishing to submit Expression of Interest to participate in the bidding process for implementation of the Commission’s 2022 Budget.

2. SCOPE OF THE SERVICES

Interested Service providers are expected to indicate their interest in any of the following **which should not be more than ONE Lot:**

PROVISION OF COSULTANCY & NON CONSULTANCY SERVICES FOR THE NATIONAL IDENTITY MANAGEMENT COMMISSION.

CATEGORY A: CONSULTANCY SERVICES

LOT 1: The Engagement of External Auditor for Financial Consulting services

LOT 2: The Engagement of Legal Services Consultant (Litigation)

3. ELIGIBILITY REQUIREMENTS

Prospective Consultants 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. Business Name is also acceptable;
- b. Evidence of National Identification Number Registration with NIMC by Company’s Directors who are Nigerians;
- c. Evidence of Company’s Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners in case of Business Name) for the last three (3) years valid till 31st December, 2022;
- d. 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);
- e. 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);
- f. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2022;
- g. Lot 1: Evidence of Firm’s current registration with the Financial Reporting Council of Nigeria;
- h. 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.
- i. 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;
- j. Company's Audited Accounts for the last three (3) years - 2019, 2020 & 2021, duly acknowledged by the Federal Inland Revenue Service (FIRS);
 - k. Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
 - l. 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.;
 - m. 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;
 - n. Lot 1: Evidence of Firm's Practice Licence issued by Institute of Chartered Accountants of Nigeria (ICAN) or Association of National Accountants of Nigeria (ANAN) or any other related regulatory professional body(ies);
 - o. Lot 2: Evidence of current Practice License as Solicitor of the Supreme Court of Nigeria
 - p. 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)
 - q. 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. SUBMISSION OF EXPRESSION OF INTEREST

Prospective bidders are to submit bid of each of the Lot desired, three (3) hard copies of the Expression of Interest packaged in sealed envelope clearly marked as the Consultancy of (Title & Lot number) and addressed to the Ag. Director, Procurement, National Identity Management Commission (NIMC), No. 11 Sokode Crescent off Dalaba Street, Wuse Zone 5, Abuja. 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 15th November, 2022.**

5. OPENING OF EXPRESSION OF INTEREST

The EOI will be opened immediately after the deadline for submission at **12:00 noon Tuesday 15th November, 2022 in front of the Former Enrolment Centre (Close to the main gate- gate 1)**, NIMC Headquarters Abuja in the presence of bidders or their representatives. Please, ensure that you sign the EOI Submission Register in the office of (Ag. Director, Procurement, Room 009, Old Administrative Block, 11 Sokode Crescent off Dalaba Street, Wuse Zone 5, Abuja) as the NIMC will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Ag. Director Procurement on nkoyo.iwok@nimc.gov.ng. procurement@nimc.gov.ng.

6. GENERAL INFORMATION

- i. EOIs must be in English Language and signed by an official authorised by the bidder;
- ii. EOIs submitted after the deadline for submission would be returned un-opened;
- iii. Consultants should not be more than one (1) Lot;
- iv. All costs will be borne by the bidders;
- v. 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;
- vi. Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals;
- vii. The NIMC is not bound to shortlist any Consultants 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.

7. 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 EOI.

Signed
Ag. Director, Procurement
For: DG/CEO