



NATIONAL IDENTITY MANAGEMENT COMMISSION

REQUEST FOR EXPRESSION OF INTEREST (EOI) 4.0

1. INTRODUCTION

The National Identity Management Commission (NIMC) was established with the mandate to (a) create, manage, operate and maintain a secure National Identity Database; (b) issue the National Identification Number (NIN) and a General Multi-Purpose Card (GMPC); (c) provide a platform for identity assertion and confirmation; (d) harmonize all existing databases in federal government agencies and (e) also partner with the public and private enterprises towards achieving its mandate.

The Commission is implementing the identity ecosystem approach for the Nigeria Digital Identity Project under the National Identity Management System (NIMS) in Nigeria. The Commission is desirous of engaging new interested competent and qualified Private Sector Service Providers including, Civil Society Organizations (CSOs) and Nigerian Representatives of Development Partners (NR-DP) etc. for the provision of Data Collection and Issuance of the NIN under the NIMS.

2. REQUEST FOR EXPRESSIONS OF INTEREST (EOI) Consequently, the Commission is hereby inviting interested and eligible Organizations including Limited Liability Companies (LLC), Start-Up Companies (SUC), Small and Medium Enterprises (SMEs) Civil Society Organizations (CSOs), Non-Governmental Organizations (NGOs), and Nigerian Representatives of Development Partners (NR-DPs) with proven track record of successful performance in similar capacity to indicate their interest in the provision of Data Collection and Issuance of the NIN.

3. CATEGORIES OF LICENSES Category A: Private Partners - LLCs

Applicants in this category comprise of LLCs. These are incorporated companies with over 2 years post incorporation and can operate at National, Regional, State and Local Government levels.

Category B: Private Partners - SMEs/SUCs B1 - SMEs

Applicants in this category comprise of registered Business Names that operate as SMEs and can operate at Regional, State and Local Government levels.

B2 -SUCs

Applicants in this category comprise of SUCs (LLCs incorporated within the last two (2) years) and can operate at Regional, State and Local Government levels.

Category C: Private Partners - Special Interests (CSOs, NGOs or NR-DP)

Applicants in this category comprise of CSOs, NGOs or NR-DP: These are Incorporated Trustees focused on specific group(s) with special needs and can operate within catchment areas of their interest in the Federation

4. ELIGIBILITY REQUIREMENTS

A. Requirements for Category A (LLCs)

To be eligible in this category, applicants are to provide:

- Certificate of Incorporation issued by the Corporate Affairs Commission including Forms CAC 02 and 07. Business Name with Form BNI is also acceptable for Consultancy Services;
- Company's Memorandum and Articles of Association whose object is to provide data collection services amongst others;
- Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications
- National Identification Number (NIN) of Directors of the Company;
- Copies of unabridged financial reports for the last three years 2021, 2022 & 2023;
- Copy of Company's current Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the last three years 2021, 2022 & 2023, expiring on 31st December, 2024;
- Evidence of Pension Clearance Certificate valid till 31st December, 2024 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2024 or valid Certificate issued by BPP;
- Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2024 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- Copy of Company's current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2024;
- 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 neither the company nor its Directors is in receivership, or undergoing any form of insolvency or bankruptcy.
 - That none of the Directors of the company has been convicted by any Court of law
- 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;
- 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. Firms must satisfy that they have the professional and technical capacity to provide data capture services (sample document will be provided);
- The composition of the Board of Directors and the curriculum vitae of each member, including information on positions held by them in other organizations;
- Evidence of Registration with National Information Technology Development Agency (NITDA); and
- For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);
- 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/office 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 authorized officer of the firm.

B. Requirements for Category B1 - SMEs

To be eligible in this category, applicants are to provide:

- Certificate of Registration of Business Name with CAC
- Tax Identification Number of Proprietor
- Copy of current Personal Income Tax Certificate
- Copy of Financial Statement of Account for the years 2020, 2021 & 2022
- Office Address;
- Requirements under 4A(iii), 4A(iv), 4A(xi), 4A(xvii).

C. Requirements for Category B2 - SUCs

To be eligible in this category, applicants are to provide:

- Copy of Financial Statement of Account
- Office Address
- Requirement under 4A(i), 4A(ii), 4A(iii), 4A(iv), 4A(xi), 4A(xvii).

D. Requirements for Category C - Special Interests (CSOs, NGOs or NR-DP)

To be eligible in this category, applicants are to provide:

- Certificate of Registration under Part C of CAMA issued by the Corporate Affairs Commission;
- List of Trustees;
- Profile of Trustees and Key Staff
- Constitution
- Tax Identification Number of the NGO, CSO, or NR-DP including the Trustees;
- Tax Exemption Certificate;
- SCMUL Certificate issued by Economic and Financial Crime Commission (EFCC);
- Office Address;
- Requirement under 4A(iv), 4A(v), 4A(vi), 4A(xi), and 4A(xvii).

Failure to submit any of the listed statutory documents shall be grounds for disqualification. Please note that the detailed Implementation Framework, Terms of Reference and Guidelines shall be issued to successful short-listed Service Providers prior to licensing and commencement of service.

5. PUBLICATION DOWNLOAD

Interested applicants are to visit the Commission's website and download the advertisement.

6. SUBMISSION OF EOIS

Expressions of Interest from interested applicants must be submitted in five (5) original copies with an electronic copy (PDF) in a sealed envelope clearly marked **"EXPRESSION OF INTEREST (EOI) FOR THE PROVISION OF DATA COLLECTION AND ISSUANCE OF NATIONAL IDENTIFICATION SERVICES- CATEGORY"**.

Applicants shall submit their applications to NIMC Headquarters address provided below:

The applicant's name and full address must be clearly written at the back of each envelope. The EOI should be addressed and delivered to the address below on or before **12:00 noon, Thursday, 4th April, 2024.**

The Director General/CEO National Identity Management Commission 11, Sokode Crescent, Off Dalaba Street, Zone 5, Wuse, Abuja, Nigeria.

All applications should be submitted to:

The Registry, DG's office Room 208, New Administrative Block, National Identity Management Commission 11, Sokode Crescent, Off Dalaba Street, Zone 5, Wuse, Abuja, Nigeria.

7. OPENING OF EOIS

The Expression of Interest shall be opened immediately after the deadline for submission at **12:00 noon, Thursday, 4th April, 2024** at the address stated above, in the presence of bidders and their representatives.

Applicants may obtain further information on the Commission's website (www.nimc.gov.ng).

8. NOTES

Interested applicants are kindly requested to note:

- Submission of EOIs shall be in English language only;
- Selection and licensing of successful Service Providers is subject to the completion and adoption of the eco-system business model, the availability and release of funds and the compliance of licensee's requirement for data protection & privacy and the Cyber security standards.
- All submissions must be neatly bound, paginated and submitted in the sequence/order as listed in each category.
- Late submission shall be returned un-opened.
- EOI should be very clear about the category of interest
- All requirements mentioned in Section 4 are statutory and failure to provide any of the requirements will invalidate the submission.
- Only shortlisted Applicants at EOI's evaluation will be invited at a later date for collection of Request for Proposals.

9. DISCLAIMER

This EOI should not be construed to be commitment on the part of NIMC, for engagement & contract award, nor shall it entitle the applicant to make any claims whatsoever and see indemnity from the Commission by virtue of having responded to this advertisement. The National Identity Management Commission (NIMC) is not bound to shortlist an applicant 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:

Director/Head, Procurement For: Director General/CEO