



Federal Ministry of Interior
NATIONAL IDENTITY MANAGEMENT COMMISSION
 11 Sokode Crescent, Off Dalaba Street, Zone 5, Wuse Abuja www.nimc.gov.ng

INVITATION FOR EXPRESSION OF INTEREST AND TO TENDER FOR THE 2025 BUDGET 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 Vendors with cognate experience in areas listed under 2.0 below wishing to express their interest and submit Technical and Financial Bids for the under-listed projects:

2.0 SCOPE OF GOODS, CONSULTANCY, NON-CONSULTANCY SERVICES AND WORKS

Interested Contractors and Service providers are expected to indicate their interest in any of the following under-listed categories. **Contractors can ONLY bid for ONE (1) Lot across all categories:**

CATEGORY A: GOODS (G)

1. STATIONARIES AND CONSUMABLE

- LOT G1: Procurement of Office Stationeries and Consumables for NIMC HQ and FCT Office
- LOT G2: Procurement of Office Stationeries and Consumables for Abia State Office
- LOT G3: Procurement of Office Stationeries and Consumables for Adamawa State Office.
- LOT G4: Procurement of Office Stationeries and Consumables for Akwa Ibom State Office.
- LOT G5: Procurement of Office Stationeries and Consumables for Anambra State Office
- LOT G6: Procurement of Office Stationeries and Consumables for Bauchi State Office
- LOT G7: Procurement of Office Stationeries and Consumables for Bayelsa State Office
- LOT G8: Procurement of Office Stationeries and Consumables for Benue State Office
- LOT G9: Procurement of Office Stationeries and Consumables for Borno State Office
- LOT G10: Procurement of Office Stationeries and Consumables for Cross River State Office
- LOT G11: Procurement of Office Stationeries and Consumables for Delta State Office
- LOT G12: Procurement of Office Stationeries and Consumables for Ebonyi State Office
- LOT G13: Procurement of Office Stationeries and Consumables for Edo State Office
- LOT G14: Procurement of Office Stationeries and Consumables for Ekiti State Office
- LOT G15: Procurement of Office Stationeries and Consumables for Enugu State Office
- LOT G16: Procurement of Office Stationeries and Consumables for Gombe State Office
- LOT G17: Procurement of Office Stationeries and Consumables for Imo State Office
- LOT G18: Procurement of Office Stationeries and Consumables for Jigawa State Office
- LOT G19: Procurement of Office Stationeries and Consumables for Kaduna State Office
- LOT G20: Procurement of Office Stationeries and Consumables for Kano State Offices
- LOT G21: Procurement of Office Stationeries and Consumables for Katsina State Office
- LOT G22: Procurement of Office Stationeries and Consumables for Kebbi State Office
- LOT G23: Procurement of Office Stationeries and Consumables for Kogi State Office
- LOT G24: Procurement of Office Stationeries and Consumables for Kwara State Office
- LOT G25: Procurement of Office Stationeries and Consumables for Lagos

State Offices

- LOT G26: Procurement of Office Stationeries and Consumables for the Nasarawa State Office
- LOT G27: Procurement of Office Stationeries and Consumables for Niger State Office
- LOT G28: Procurement of Office Stationeries and Consumables for Ogun State Office
- LOT G29: Procurement of Office Stationeries and Consumables for Ondo State Office
- LOT G30: Procurement of Office Stationeries and Consumables for Osun State Office
- LOT G31: Procurement of Office Stationeries and Consumables for Oyo State Office
- LOT G32: Procurement of Office Stationeries and Consumables for Plateau State Office
- LOT G33: Procurement of Office Stationeries and Consumables for Rivers State Office
- LOT G34: Procurement of Office Stationeries and Consumables for Sokoto State Office
- LOT G35: Procurement of Office Stationeries and Consumables for Taraba State Office
- LOT G36: Procurement of Office Stationeries and Consumables for Yobe State Office
- LOT G37: Procurement of Office Stationeries and Consumables for Zamfara State Office

2. IT EQUIPMENT AND OFFICE GADGETS

- Lot G38: Procurement of IT Equipment and Office Gadgets HQ and FCT Office
- Lot G39: Procurement of IT Equipment and Office Gadgets Abia State Office
- Lot G40: Procurement of IT Equipment and Office Gadgets Adamawa State Office
- Lot G41: Procurement of IT Equipment and Office Gadgets Akwa Ibom State Office
- Lot G42: Procurement of IT Equipment and Office Gadgets Anambra State Office
- Lot G43: Procurement of IT Equipment and Office Gadgets Bauchi State Office
- Lot G44: Procurement of IT Equipment and Office Gadgets Bayelsa State Office
- Lot G45: Procurement of IT Equipment and Office Gadgets Benue State Office
- Lot G46: Procurement of IT Equipment and Office Gadgets Borno State Office
- Lot G47: Procurement of IT Equipment and Office Gadgets Cross River State Office
- Lot G48: Procurement of IT Equipment and Office Gadgets Delta State Office
- Lot G49: Procurement of IT Equipment and Office Gadgets Ebonyi State Office
- Lot G50: Procurement of IT Equipment and Office Gadgets Edo State Office
- Lot G51: Procurement of IT Equipment and Office Gadgets Ekiti State Office
- Lot G52: Procurement of IT Equipment and Office Gadgets Enugu State Office
- Lot G53: Procurement of IT Equipment and Office Gadgets Gombe State Office
- Lot G54: Procurement of IT Equipment and Office Gadgets Imo State Office
- Lot G55: Procurement of IT Equipment and Office Gadgets Jigawa State Office
- Lot G56: Procurement of IT Equipment and Office Gadgets Kaduna State Office
- Lot G57: Procurement of IT Equipment and Office Gadgets Kano State Office
- Lot G58: Procurement of IT Equipment and Office Gadgets Katsina State Office

- Lot G59: Procurement of IT Equipment and Office Gadgets Kebbi State Office
- Lot G60: Procurement of IT Equipment and Office Gadgets Kogi State Office
- Lot G61: Procurement of IT Equipment and Office Gadgets Kwara State Office
- Lot G62: Procurement of IT Equipment and Office Gadgets Lagos State Office
- Lot G63: Procurement of IT Equipment and Office Gadgets Nasarawa State Office
- Lot G64: Procurement of IT Equipment and Office Gadgets Niger State Office
- Lot G65: Procurement of IT Equipment and Office Gadgets Ogun State Office
- Lot G66: Procurement of IT Equipment and Office Gadgets Ondo State Office
- Lot G67: Procurement of IT Equipment and Office Gadgets Osun State Office
- Lot G68: Procurement of IT Equipment and Office Gadgets Oyo State Office
- Lot G69: Procurement of IT Equipment and Office Gadgets Plateau State Office
- Lot G70: Procurement of IT Equipment and Office Gadgets Rivers State Office
- Lot G71: Procurement of IT Equipment and Office Gadgets Sokoto State Office
- Lot G72: Procurement of IT Equipment and Office Gadgets Taraba State Office
- Lot G73: Procurement of IT Equipment and Office Gadgets Yobe State Office
- Lot G74: Procurement of IT Equipment and Office Gadgets Zamfara State Office.

3. FURNITURE AND FITTINGS FOR NIMC OFFICES

- Lot G75: Procurement of Furniture and Fittings for NIMC HQ and FCT Office
- Lot G76: Procurement of Furniture and Fittings for Abia State Office
- Lot G77: Procurement of Furniture and Fittings for Adamawa State Office
- Lot G78: Procurement of Furniture and Fittings for Akwa Ibom State Office
- Lot G79: Procurement of Furniture and Fittings for Anambra State Office
- Lot G80: Procurement of Furniture and Fittings for Bauchi State Office
- Lot G81: Procurement of Furniture and Fittings for Bayelsa State Office
- Lot G82: Procurement of Furniture and Fittings for Benue State Office
- Lot G83: Procurement of Furniture and Fittings for Borno State Office
- Lot G84: Procurement of Furniture and Fittings for Cross River State Office
- Lot G85: Procurement of Furniture and Fittings for Delta State Office
- Lot G86: Procurement of Furniture and Fittings for Ebonyi State Office
- Lot G87: Procurement of Furniture and Fittings for Edo State Office
- Lot G88: Procurement of Furniture and Fittings for Ekiti State Office
- Lot G89: Procurement of Furniture and Fittings for Enugu State Office
- Lot G90: Procurement of Furniture and Fittings for Gombe State Office
- Lot G91: Procurement of Furniture and Fittings for Imo State Office
- Lot G92: Procurement of Furniture and Fittings for Jigawa State Office
- Lot G93: Procurement of Furniture and Fittings for Kaduna State Office
- Lot G94: Procurement of Furniture and Fittings for Kano State Office
- Lot G95: Procurement of Furniture and Fittings for Katsina State Office
- Lot G96: Procurement of Furniture and Fittings for Kebbi State Office
- Lot G97: Procurement of Furniture and Fittings for Kogi State Office
- Lot G98: Procurement of Furniture and Fittings for Kwara State Office
- Lot G99: Procurement of Furniture and Fittings for Lagos State Office
- Lot G100: Procurement of Furniture and Fittings for Nasarawa State Office
- Lot G101: Procurement of Furniture and Fittings for Niger State Office
- Lot G102: Procurement of Furniture and Fittings for Ogun State Office
- Lot G103: Procurement of Furniture and Fittings for Ondo State Office
- Lot G104: Procurement of Furniture and Fittings for Osun State Office
- Lot G105: Procurement of Furniture and Fittings for Oyo State Office
- Lot G106: Procurement of Furniture and Fittings for Plateau State Office
- Lot G107: Procurement of Furniture and Fittings for Rivers State Office
- Lot G108: Procurement of Furniture and Fittings for Sokoto State Office
- Lot G109: Procurement of Furniture and Fittings for Taraba State Office
- Lot G110: Procurement of Furniture and Fittings for Yobe State Office
- Lot G111: Procurement of Furniture and Fittings for Zamfara State Office

CATEGORY B: NON-CONSULTANCY SERVICES (NC)

1. FLEET MANAGEMENT SERVICES FOR NIMC HQ AND STATE OFFICE

- Lot NC1: Fleet Management Services for NIMC HQ and FCT Office
- Lot NC2: Fleet Management Services for Abia State Office
- Lot NC3: Fleet Management Services for Adamawa State Office
- Lot NC4: Fleet Management Services for Akwa Ibom State Office

- Lot NC5: Fleet Management Services for Anambra State Office
- Lot NC6: Fleet Management Services for Bauchi State Office
- Lot NC7: Fleet Management Services for Benue State Office
- Lot NC8: Fleet Management Services for Borno State Office
- Lot NC9: Fleet Management Services for Delta State Office
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- Lot NC20: Fleet Management Services for Kogi State Office
- Lot NC21: Fleet Management Services for Kwara State Office
- Lot NC22: Fleet Management Services for Lagos State Office
- Lot NC23: Fleet Management Services for Nasarawa State Office
- Lot NC24: Fleet Management Services for Niger State Office
- Lot NC25: Fleet Management Services for Ondo State Office
- Lot NC26: Fleet Management Services for Osun State Office
- Lot NC27: Fleet Management Services for Oyo State Office
- Lot NC28: Fleet Management Services for Plateau State Office
- Lot NC29: Fleet Management Services for Rivers State Office
- Lot NC30: Fleet Management Services for Sokoto State Office
- Lot NC31: Fleet Management Services for Taraba State Office
- Lot NC32: Fleet Management Services for Yobe State Office

2. FACILITY MANAGEMENT SERVICES FOR NIMC OFFICES:

- Lot NC33: Facility Management Services for NIMC HQ and FCT Office
- Lot NC34: Facility Management Services Abia State Office
- Lot NC35: Facility Management Services Adamawa State Office
- Lot NC36: Facility Management Services Akwa Ibom State Office
- Lot NC37: Facility Management Services Anambra State Office
- Lot NC38: Facility Management Services Bauchi State Office
- Lot NC39: Facility Management Services Bayelsa State Office
- Lot NC40: Facility Management Services Benue State Office
- Lot NC41: Facility Management Services Borno State Office
- Lot NC42: Facility Management Services Cross River State Office
- Lot NC43: Facility Management Services Delta State Office
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- Lot NC55: Facility Management Services Kogi State Office
- Lot NC56: Facility Management Services Kwara State Office
- Lot NC57: Facility Management Services Lagos State Office
- Lot NC58: Facility Management Services Nasarawa State Office
- Lot NC59: Facility Management Services Niger State Office
- Lot NC60: Facility Management Services Ogun State Office
- Lot NC61: Facility Management Services Ondo State Office
- Lot NC62: Facility Management Services Osun State Office
- Lot NC63: Facility Management Services Oyo State Office
- Lot NC64: Facility Management Services Plateau State Office
- Lot NC65: Facility Management Services Rivers State Office
- Lot NC66: Facility Management Services Sokoto State Office
- Lot NC67: Facility Management Services Taraba State Office
- Lot NC68: Facility Management Services Yobe State Office
- Lot NC69: Facility Management Services Zamfara State Office

3. ASSET MANAGEMENT SERVICES:

- Lot NC70: Asset Management Services NIMC HQ
- Lot NC71: Asset Management Services South-West Zone
- Lot NC72: Asset Management Services South-South Zone
- Lot NC73: Asset Management Services South-East Zone
- Lot NC74: Asset Management Services North-Central Zone
- Lot NC75: Asset Management Services North-East Zone
- Lot NC76: Asset Management Services North-West Zone

CATEGORY C: CONSULTANCY SERVICES (CS) – EXPRESSION OF INTEREST**1. HCM/HR AUDIT SERVICES**

- Lot CS1: HCM Audit Services NIMC HQ
- Lot CS2: HCM Audit Services South-West Zone
- Lot CS3: HCM Audit Services South-South Zone
- Lot CS4: HCM Audit Services South-East Zone
- Lot CS5: HCM Audit Services North-Central Zone
- Lot CS6: HCM Audit Services North-East Zone
- Lot CS7: HCM Audit Services North-West Zone

2. ENGAGEMENT OF EXTERNAL SOLICITORS

- Lot CS8: Engagement of Legal Firms as External Solicitors to NIMC

3.0 ELIGIBILITY REQUIREMENTS

Prospective bidders for all categories should submit the following documents as applicable:

- Evidence of Certificate of Incorporation/Registration with the Corporate Affairs Commission (CAC) including Form CAC2 and CAC7;
- Evidence of Company's Three (3) Years valid Tax Clearance Certificate (2021, 2022 & 2023); valid till 31st December, 2024;
- Evidence of Nigerian Social Insurance Trust Fund Certificate (NSITF) valid till 31st December, 2024;
- Duly signed company's Three (3) Years Audited Account (2021, 2022 & 2023);
- Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December 2024;
- Evidence of Current PENCOM Compliance Certificate valid till 31st December 2024;
- Sworn affidavit indicating that the Company is not in Receivership nor any of its directors involved or convicted of any fraudulent activity;

Sworn affidavit of disclosure; to disclose clearly if any of the officers (or related persons) of the National Identity Management Commission (NIMC) or the Bureau for Public Procurement (BPP) is a former or present Director of the company;

Sworn affidavit that the Company is not a replacement for a hitherto Tax defaulting company;

- Evidence of Financial Capability and Banking Support;
- Current Evidence of Registration on the National Database of Contractors, Consultants and Service Providers (IRR) valid till 31st December 2024;
- Verifiable documentary evidence of at least three (3) similar projects executed in the last five (5) years and evidence of the knowledge of the industry including Letters of Awards and/or Job Completion Certificates;

Bidders responding to the Expression of Interest for **Category C – Lot CS8** must provide verifiable evidence of their competence in arbitration and litigation, respectively.

- Company Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as COREN, ARCON, CORBON, QSRBN etc. as applicable;
- Evidence of Firm's registration and practice license with the National Information Technology Development Agency (NITDA), Computer Professionals (Registration Council of Nigeria (CPN)) for **Category B - Lot NC70 – NC76**;
- Evidence of OEM and/or OEM authorization for **Category A - Lot G38 – G74**;
- For Joint Venture/Partnership, Memorandum of Understanding (MOU) should be provided (all the eligibility requirements are compulsory for each JV partner);
- All documents for submission must be transmitted with a covering/forwarding letter on 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 Letter Head 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.

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

4.0 COLLECTION OF TENDER DOCUMENTS (FOR CATEGORIES A AND B)

Interested companies are to collect the Standard Bidding Document (SBD) from the office of the Deputy Director/Ag. Head, Procurement, National Identity Management Commission (NIMC), at 11 Sokode Crescent off Dalaba Street, Wuse Zone 5, Abuja upon presentation of evidence of payment

of a *non-refundable fee of N10,000.00*, paid into the National Identity Management Commission (NIMC)'s Remita Account in any Commercial Bank.

5.0 SUBMISSION OF TENDER DOCUMENTS

Categories A and B Prospective bidders are to submit five (5) hard copies each of the Technical and Financial Bids, (with a soft copy of Financial Bid only in MS Excel Format, in a Flash Drive), 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 D.Director/Ag. Head Procurement Unit, National Identity Management Commission (NIMC), No. 11 Sokode Crescent off Dalaba Street, Wuse, Zone 5, Abuja and clearly marked **"the category, name and lot of the project"**. Furthermore, the reverse side of each sealed envelope should have the **"name and address of the bidder"** and dropped 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, Monday 24th March, 2025.

Eligible Vendors applying for Category C – Expression of Interest are expected to submit five (5) Hard Copies of their Technical Bid **ONLY** (in line with section 3.0 above), sealed in one envelope, and addressed to the D.Director/Ag. Head Procurement Unit, National Identity Management Commission (NIMC), No. 11 Sokode Crescent off Dalaba Street, Wuse, Zone 5, Abuja, and clearly marked **"the category, name and lot of the project"**. Furthermore, the reverse side of the sealed envelope should have the **"name and address of the bidder"** and dropped 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, Monday 24th March, 2025.

6.0 OPENING OF BID

The Technical Bids will be opened immediately after the deadline for submission on Monday 24th March, 2025. at 12:00 noon, **in front of the Modification Office (Close to the main gate- gate 1)**, NIMC Headquarters Abuja in the presence of bidders or their representatives, while the Financial Bids will be kept un-opened (for Categories A and B only). Successful Vendors that scale through the Expression of Interest stage for **Category C** shall be shortlisted and invited at a later date to obtain the Request for Proposal (RFP) Document. All Vendors should endeavour to sign the bid submission register in the office of (D.Director/Ag. Head, Procurement Unit, Room 009, Old Administrative Block, 11 Sokode Crescent off Dalaba Street, Wuse Zone 5, Abuja), as the National Identity Management Commission (NIMC) will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head Procurement on procurement@nimc.gov.ng.

7.0 GENERAL INFORMATION

- All bids must be in English Language and signed by an official authorized by the bidder;
- Bids submitted after the deadline for submission would be returned un-opened;
- Bidders should not bid for more than one (1) Lot, as defaulting Bidders would be automatically disqualified;
- All costs will be borne by the bidders;
- All Pre-qualified bidders will be contacted at a later date for financial bid opening, while bids of unsuccessful bidders will be returned un-opened;
- The National Identity Management Commission may disqualify any bidder who submits documents containing false information or documents forged for purposes of qualification at any time, such disqualification is in accordance with Section 42 of the DPPMB Law 2018;
- Bidders must have a verifiable physical Office in the state or zone the project they are vying for is to be executed (for Categories A and B).

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
DEPUTY DIRECTOR/AG. HEAD PROCUREMENT
For: DG/CEO