

FEDERAL MINISTRY OF INDUSTRY, TRADE AND INVESTMENT (FMITI)

AREA I, FEDERAL SECRETARIAT, ABUJA

PUBLIC REQUEST FOR EXPRESSION OF INTEREST AND INVITATION TO TENDER (ITT) FOR THE IMPLEMENTATION OF SPECIAL PRESIDENTIAL PALLIATIVE INTERVENTION PROJECTS 2023

(1) INTRODUCTION

(1.1) The Federal Government through the Federal Ministry of Industry, Trade and Investment (FMITI) launched the N200 Billion Presidential Palliative Programme in December, 2023, with Two (2) key objectives, which include stimulating economic growth through Improved Manufacturing Industries/MSME Sectors and also, providing Financial Ease to Nano Businesses in 774 Local Government Councils, aimed at boosting the economic activities, to cushion the effect of rising cost of living from the removal of fuel subsidy.

(1.2) The Special Palliative programme will involve providing grants to Nano Businesses and Business Loans to MSMEs and Manufacturers in Nigeria at single-digit interest rates. The administration of the Grants and Business Loan Schemes includes the Procurement of Consultancy Services and Goods.

(1.3) In compliance with the Fundamental Principles of Public Procurement, as prescribed by the Public Procurement Act 2007, the Ministry (PMO) invites Interested, Eligible and Experienced Consulting Firms, Bidders/Suppliers of proven competence, to submit Technical and Financial Proposals, or Tendering Documents for the following Assignments and Goods:

(2) SCOPE OF SERVICES

(2.1) CATEGORY A (CONSULTANCY SERVICES)

Lot No	Project Title
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FMITI-C-PMO-001	Consultancy Service for the Installation of Communication Infrastructure at the Project Management Office
FMITI-C-PMO-002	Consultancy Service for the Provision of Customer Care Support
FMITI-C-PMO-003	Provision of Media Consultancy
FMITI-C-PMO-004	Consultancy Service for the Development of Web Portal, Hosting and Management
FMITI-C-PMO-005	Consultancy Service for MSME Beneficiaries Verification (North Central)
FMITI-C-PMO-006	Consultancy Service for MSME Beneficiaries Verification (North East)
FMITI-C-PMO-007	Consultancy Service for Msme Beneficiaries Verification (North West)
FMITI-C-PMO-008	Consultancy Service for MSME Beneficiaries Verification (South - South)
FMITI-C-PMO-009	Consultancy Service for MSME Beneficiaries Verification (South -East)
FMITI-C-PMO-010	Consultancy Service for Msme Beneficiaries Verification (South -West)
FMITI-C-PMO-011	Consultancy Service for Nano Beneficiaries Verification (North Central)
FMITI-C-PMO-012	Consultancy Service for Nano Beneficiaries Verification (North East)
FMITI-C-PMO-013	Consultancy Service for Nano Beneficiaries Verification (North West)
FMITI-C-PMO-014	Consultancy Service for Nano Beneficiaries Verification (South -South)
FMITI-C-PMO-015	Consultancy Service for Nano Beneficiaries Verification (South -East)
FMITI-C-PMO-016	Consultancy Service for Nano Beneficiaries Verification (South -West)
FMITI-C-PMO-017	Consultancy Service for Manufacturers Beneficiaries Verification (North Central)
FMITI-C-PMO-018	Consultancy Service for Manufacturers Beneficiaries Verification (North East)
FMITI-C-PMO-019	Consultancy Service for Manufacturers Beneficiaries Verification (North West)
FMITI-C-PMO-020	Consultancy Service for Manufacturers Beneficiaries Verification (South -South)
FMITI-C-PMO-021	Consultancy Service for Manufacturers Beneficiaries Verification (South-East)
FMITI-C-PMO-022	Consultancy Service for Manufacturers Beneficiaries Verification (South -West)
FMITI-C-PMO-023	Consultancy Service for Nano Grants Performance Monitoring and Evaluation (North Central)

FMIT1-C-P.MO-024	Consultancy Service for Nano Grants Performance Monitoring and Evaluation (North East)
FM1TI-C-PMO-025	Consultancy Service for Nano Grants Performance Monitoring and Evaluation (North West)
FMITI-C-PMO-026	Consultancy Service for Nano Grants Performance Monitoring and Evaluation (South -South)
FMITI-C-PMO-027	Consultancy Service for Nano Grants Performance Monitoring and Evaluation (South -East)
FMITI-C-PMO-028	Consultancy Service for Nano Grants Performance Monitoring and Evaluation (South -West)
FMITI-C-PMO-029	Consultancy Service for Business Loan Management. Monitoring and Impact Analysis for Msme (North Central)
FMITI-C-PMO-030	Consultancy Service for Business Loan Management, Monitoring and Impact Analysis for Msme (North East)
FMIT1-C-PMO-031	Consultancy Service for Business Loan Management, Monitoring and Impact Analysis for Msme (North West)
FMITI-C-PMO-032	Consultancy Service for Business Loan Management. Monitoring and Impact Analysis for Msme (South-South)
FMITI-C-PMO-033	Consultancy Service for Business Loan Management. Monitoring and Impact Analysis for Msme (South-East)
FMITI-C-PMO-034	Consultancy Service for Business Loan Management, Monitoring and Impact Analysis for Msme (South-West)
FMITI-C-PMO-035	Consultancy Service for Independent 3rd Party Monitoring and Evaluation (Manufacturers Loan, North Central)
FMITI-C-PMO-036	Consultancy Service for Independent 3rd Party Monitoring and Evaluation (Manufacturers Loan, North East)
FM1TI-C-PMO-037	Consultancy Service for Independent 3rd Party Monitoring and Evaluation (Manufacturers Loan. North West)
FMITI-C-PMO-038	Consultancy Service for Independent 3rd Party Monitoring and Evaluation (Manufacturers Loan. South-South)
MITI-C-PMO-039	Consultancy Service for Independent 3rd Party Monitoring and Evaluation (Manufacturers Loan. South-East)
FMIT1-C-PMO-040	Consultancy Service for Independent 3rd Party Monitoring and Evaluation (Manufacturers Loan, South-West)

FM1TI-C-PMO-041	Consultancy Service for Skill of Development for Nano-Businesses (North Central)
FMITI-C-PMO-042	Consultancy Service for Skill Development for Nano -Businesses (North East)
FMITI-C-PMO-043	Consultancy Service for Skill Development for Nano -Businesses (North West)
FMITI-C-PMO-044	Consultancy Service for Skill Development for Nano -Businesses (South-South)
FMITI-C-PMO-045	Consultancy Service for Skill Development for Nano -Businesses (South-East)
FMITI-C-PMO-046	Consultancy Service for Skill Development for Nano -Businesses (South-West)
FMITI-C-PMO-047	Consultancy Service for Regional Sensitization and Assessment of the Impact of Msme Loans on the Development of the Industry Sectors (North Central)
FMITI-C -PMO-048	Consultancy Service for Regional Sensitization and Assessment of the Impact of Msme Loans on the Development of the Industry Sectors (North East)
FM1TI-C-PMO-049	Consultancy Service for Regional Sensitization and Assessment of the Impact of Msme Loans on the Development of the Industry Sectors (North West)
FMITI-C-PMO-050	Consultancy Service for Regional Sensitization and Assessment of the Impact of Msme Loans on the Development of the Industry Sectors (South -South)
FMITI-C-PMO-051	Consultancy Service for Regional Sensitization And Assessment of the Impact of Msme Loans on the Development of the Industry Sectors (South -East)
FMITI-C-PMO-052	Consultancy Service for Regional Sensitization and Assessment of the Impact of Msme Loans on the Development of the Industry Sectors (South -West)
FMITI-C-PMO-053	Consultancy Service for Capacity Development for Manufacturers Loan Beneficiaries (North Central)
FMITI-C-PMO-054	Consultancy Service for Capacity Development for Manufacturers Loan Beneficiaries (North East)
FMITI-C-PMO-055	Consultancy Service for Capacity Development for Manufacturers Loan Beneficiaries (North West)

FMITI-C-PMO-056	Consultancy Service for Capacity Development for Manufacturers Loan Beneficiaries (South South)
FMITI-C-PMO-057	Consultancy Service for Capacity Development for Manufacturers Loan Beneficiaries (South East)
FMITI-C-PMO-058	Consultancy Service for Capacity Development for Manufacturers Loan Beneficiaries (South - West)
FMITI-C-PMO-059	Consultancy Service for Digital Verification of all Applicants for Nano Grants, Msme and Manufacturers Loan Schemes.
FMITI-C-PMO-060	Consultancy Service for Financial Audit of the Palliative Schemes.
FMITI-C-PMO-061	Consultancy Service for Annual Summit and Training for Project Stakeholders.

CATEGORY B (GOODS)

FMITI -G-PMO-062	Procurement of Office Equipment and Stationary
FMITI -G-PMO-063	Procurement of Project Vehicles

(3) ELIGIBILITY REQUIREMENTS

Prospective applicants should submit the under-listed requirements, to be eligible to participate in the bidding process:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7. Business Name with Form BN1 is also acceptable for Consultancy Services;
- (b) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the last three (3) years valid till 31st December, 2024;
- (c) 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);
- (d) 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);

(e) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2024;

(f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2024 or valid Certificate issued by BPP.

(g) Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Federal Ministry of Industry, Trade and Investment 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 - 2021, 2022 & 2023;

(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 CPN & NITDA for ICT Services, ICAN or ANAN for Financial Services etc.;

(k) Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) execute in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;

(l) Consultancy Services: Evidence of Firm's current registration with the relevant regulatory professional body(ies) such as CPN & NITDA for ICT Services, ICAN or ANAN for Financial Services,

(m) Only Companies included in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles or their authorised representatives should bid for the Vehicles;

(n) For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs)

(o) For Joint Venture/Partnership, Memorandum of Understanding (MoU) indicating Lead Partner 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)

Note: 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.

(4) COLLECTION OF TENDER DOCUMENTS (CATEGORY B)

Bidders are to pay the sum of Ten Thousand Naira (N10,000) only through the Federal Ministry of Industry, Trade and Investment's Remita Platform before obtaining Bidding Documents from the Procurement Department on the Ground Floor, Block G.

(5) SUBMISSION OF TENDER DOCUMENTS (CATEGORY B)

(5a) Prospective Bidders are to submit Technical and Financial Bids, in Two (2) hard copies (Original and Photocopy) and sealed in Separate Envelopes. The 2 Envelopes are to be conveyed in a 3rd larger Envelope, with Lot Number and Company Address clearly

written on one (1) side of the Envelop and the Ministry's Address on the other side, (also attach Soft Copy of Financial Bids)

The Envelope is addressed to:

The Permanent Secretary,

Federal Ministry of Industry Trade and Investment,

Area Federal Secretariat,

Garki -Abuja.

(5b) Submission of all bids shall **not be later than 12:00 noon, Thursday, 4 April, 2024** and the submissions are to be made at the Procurement Department of the Ministry (PMO), on Ground Floor, Block G, in Designated Boxes. Please, ensure that you sign the EOI/Bid Submission Register at the Procurement Department, as the Ministry will not be held liable for any misplaced or wrongly submitted bid documents. For further enquiries, please contact the Director Procurement on 08057980312.

(6) SUBMISSION OF EOI (CATEGORY A)

Interested Firms in Services are to submit the Expression of Interest (EOI) for each of the Lot desired, in three (3) hard copies each (one original & two copies). The EOI should be addressed as indicated above and submitted **not later than 12:00 noon on Monday, 18 March, 2024**.

(7) OPENING OF EOI & TECHNICAL BIDS

The EOI and the technical bids will be opened immediately after the deadlines for submission **not 12:00 noon on Monday, 18 March, 2024 and 12:00 noon, Thursday, 4 April, 2024**, respectively, at the Ministry (PMO) General Conference Room, in presence of bidders or their representatives.

(8) GENERAL INFORMATION

- (a) EOIs/Bids must be in English Language and signed by an official authorised by the Applicant;
- (b) EOIs/Bids submitted after the deadline for submission would be returned un-opened;
- (c) Bidders should not bid for more than Two (2) Lots;
- (d) The EOI/Technical Bids will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies; and will be covered by video recording; invitation link will be sent to bidder who chooses to join the EOI/bid opening online;
- (e) Category A: Consultancy Services: Only shortlisted Applicants at EOI's evaluation will be invitee' at a later date for collection of Request for Proposals;
- (f) Category B: 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
- (g) The Federal Ministry of Industry, Trade and Investment is not bound to shortlist/pre-qualify any applicant and reserves the rights, to cancel the Procurement process at any time without incurring any liability, in accordance with Section 28 of the Public Procurement Act, 2007.

Signed:

MANAGEMENT (PMO)