

## **MINISTRY OF FOREIGN AFFAIRS**

**TAFAWA BALEWA HOUSE, CENTRAL BUSINESS DISTRICT, ABUJA F.C.T**

### **INVITATION FOR PRE-QUALIFICATION AND EXPRESSION OF INTEREST (EOI)**

The Ministry of Foreign Affairs intends to carry out the under listed procurement in its financial year in compliance with the Public Procurement Act, 2007, all interested reputable Consultants and Service Providers with good track record of performance and experience are hereby invited to submit EOI for the following project:

#### **(2.0) SCOPE OF GOODS/SERVICES**

(A) Procurement of Hardware and Software Equipment for the Ministry's Scanning Centre

#### **CATEGORY B: CONSULTANCY SERVICES**

(B) Installation and configuration of a suitable EDMS Solution, Training of Officers, Scanning and Document Digitisation

#### **(3) ELIGIBILITY REQUIREMENTS**

**Prospective bidders should submit the following documents:**

- (i) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7. Business Name with Form BN1 is also acceptable for Services;
- (ii) Evidence of Company's current Annual Returns to CAC;
- (iii) 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 (2020, 2021 & 2022) valid till 31 December, 2023;
- (iv) Evidence of Pension Clearance Certificate valid till 31st December, 2023 (this

requirement is only applicable to bidders whose number of staff is 15 and above);

(v) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2023 (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);

(vi) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2023;

(vii) Evidence of Registration on the BPP's National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st December, 2023 or valid Certificate issued by BPP;

(viii) Company's Audited Accounts for the last three (3) years -2020, 2021 & 2022;

(ix) A Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Ministry of Foreign Affairs 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 Partner/Director has been convicted in any country for criminal offences related to fraudulent or corrupt practices, 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;

- that the company does not have existing loan or financial liability with a bank, other financial institution or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months;

(x) 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;

(xi) Verifiable evidence of proof of ownership and/or lease of construction equipment/Warehouse required for the successful execution of these contracts;

(xii) Reference Letter from a reputable Commercial Bank in Nigeria, indicating commitment to fund the project when awarded;

(xiii) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, Including copies of their Academic/Professional qualifications.;

(xiv) Category A: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);

(xv) Category B: Evidence of current Licence/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);

**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) SUBMISSION OF PRE-QUALIFICATION DOCUMENTS/EXPRESSION OF INTEREST**

Interested Firms are to submit two (2) bound copies of Pre-qualification documents/ Expression of Interest in a sealed envelope addressed to: The Permanent Secretary, Ministry of Foreign Affairs, Tafawa Balewa House, Abuja F.C.T, and clearly marked with the Name of the Project and LOT Number. In addition, all documents should be clearly marked with the name of the project and the Lot number as well. Furthermore, the reverse of each

sealed envelope should bear the name and address of the aspiring Supplier/Consultant and should be deposited in the Tender Box at the address in 5 below, not later than **12:00 noon, Monday, 22 January, 2024**.

## **(5) OPENING OF PREQUALIFICATION DOCUMENTS/EXPRESSION OF INTEREST**

The Prequalification documents and EOIs will be publicly opened immediately after the deadline for submission **12:00 noon, Monday, 22 January, 2024**, at the Permanent Secretary's Conference Room, 7th Floor, Ministry of Foreign Affairs Abuja. Prospective Bidders, CSOs, and Professional bodies are invited to the opening.

## **(6) GENERAL INFORMATION**

- (i) No bidder should bid for more than One(1) Lot;
- (ii) The Ministry shall verify all the claims made by applicants and shall disqualify any company whose claims are found to be false in addition to other sanctions that may be deemed necessary
- (iii) Bidders who have worked for the Ministry and have history of poor performance, abandonment, termination and/or prolonged contract execution period need not apply as their bids shall be excluded from the process in line with Section 16(8)(b) of the PPA, 2007;
- (iv) All costs Incurred in responding to this advertisement shall be borne solely by the Bidders
- (v) This advertisement shall not be construed as a commitment on the part of the Ministry to award contract to any bidder;
- (vi) Pre-qualification: Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tender documents;
- (vii) Services: Only shortlisted firms will be invited at a later date for collection of Request for Proposals;

(viii) The Ministry of Foreign Affairs Is not bound to shortlist/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.

**SIGNED**

**MANAGEMENT**