

NATIONAL CENTRE FOR ENERGY AND ENVIRONMENT

(ENERGY COMMISSION OF NIGERIA)

UNIVERSITY OF BENIN, BENIN CITY, NIGERIA

INVITATION TO TENDER AND EXPRESSION OF INTEREST FOR 2023 CAPITAL PROJECTS

(1) INTRODUCTION

The National Centre for Energy and Environment (NCEE) charged with the responsibility of organizing and conducting Research and Development Programmes in Bio-Energy and Environment invites qualified, interested and credible Contractors, Consultants, Suppliers and Vendors to tender for Goods and Works appropriated in 2023 Fiscal Year.

(2) SCOPE OF SUPPLIES/WORKS/SERVICES

LOT DESCRIPTION OF ITEMS

CATEGORY A: WORKS

Lot 1 Installation of Solar Street Lights in various Communities in Idemili North and South Federal Constituency, Anambra State.

CATEGORY B: SERVICES

Lot 2 Training and Empowerment of youth in Idemili North on Renewable Energy Resources and Environment in Idemili North and South Federal Constituency, Anambra State.

(3) ELIGIBILITY REQUIREMENTS

Prospective bidders should submit the following documents:

(a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7. Business Name is also acceptable for 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, 2023;
- (c) 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);
- (d) 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);
- (e) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2023;
- (f) Evidence of Registration on the 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.
- (g) Sworn Affidavit:
- disclosing whether or not any officer of the relevant committees of the National Centre for Energy and Environment, UNIBEN 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;
 - 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;

- (h) Company's Audited Accounts for the last three (3) years -2020, 2021 & 2022;
- (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 COREN, QSRBN, ARCON, CORBON etc.;
- (k) 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;
- (l) Lot 1: List of Plants/Equipment with proof of Ownership/Lease Agreement;
- (m) Lot 1: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- (n) Lot 2: Evidence of Firm's current registration with relevant regulatory professional body(ies) such as Centre for Management Development;

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 authorized officer of the firm.

(4) COLLECTION OF TENDER DOCUMENTS (CATEGORY A)

Qualified, interested and credible Companies are to collect tender documents from the Centre upon the presentation of a non-refundable tender fee of N10,000.00 per Lot, paid

into National Centre for Energy and Environment TSA a/c through Remita in any reputable Commercial Bank in Nigeria.

(5) SUBMISSION OF TENDER DOCUMENTS (CATEGORY A)

The completed Technical and Financial tender documents must be submitted in three (3) copies each, including one (1) original and two (2) copies in separate sealed envelopes clearly marked “Technical Bid” and “Financial Bid” and both sealed in a third envelope marked with the Appropriation Project Title, the Lot Number and Company Name clearly printed at the top left corner of the envelope and be submitted not later than **12:00 noon on Tuesday, 31 October, 2023**, at The Conference Room, National Centre for Energy and Environment (NCEE), Administrative Block Complex, University of Benin P.M.B. 1154, Benin City, Nigeria.

The envelope should be addressed to:

The Director,

National Centre for Energy and Environment (Energy Commission of Nigeria)

Administrative Block Complex University of Benin, Benin City.

Edo State, Nigeria.

(6) SUBMISSION OF EOI

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 Tuesday, 31 October, 2023**.

(7) OPENING OF EOI AND TECHNICAL BIDS:

The technical bids/Expression of Interest (EOI) will be opened immediately after the

deadline for submission at **12:00 noon on Tuesday, 31 October, 2023**, at the National Centre for Energy and Environment (NCEE) Administrative Block Complex, University of Benin P.M.B. 1154, Benin City's Conference Room, while the Financial bids will be kept un-opened.

(8) PLEASE NOTE:

- (a) Submission of bids/EOI is not a guarantee for the award of contract.
- (b) Bidder must seal EOI, Technical and Financial Bids in separate envelopes
- (c) Late submission will be returned un-opened;
- (d) Bid shall be opened in the presence of all bidders or their representatives and other relevant statutory bodies.
- (e) Works: Only pre-qualified bidders at technical evaluation will be invited at a later date for the financial bids opening, while the financial bids of unsuccessful bidders will be returned un-opened;
- (f) Services: Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals;
- (g) The National Centre for Energy & Environment is not bound to pre-qualify/shortlist 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:

The Director,

National Centre for Energy and Environment