

THE PRESIDENCY

NATIONAL IDENTITY MANAGEMENT COMMISSION

11 Sokode Crescent, Off Dalaba Street, Zone 5, Wuse Abuja

www.nimc.gov.ng

INVITATION FOR EXPRESSION OF INTEREST FOR THE 2023 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 Service Providers with cognate experience in areas listed under 2.0 below wishing to submit Expression of Interest to participate in the bidding process for implementation of the Commission’s 2023 Budget.

(2.0) SCOPE OF THE SERVICES

CATEGORY A: CONSULTANCY SERVICES

LOT 1: Consultancy Services for NIMC’s Assets Valuation

(3.0) ELIGIBILITY REQUIREMENTS

Prospective Consultants 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 with Form BN1 is also acceptable;
- (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: to bidders whose number of staff is 15 and above);

(c) Evidence of National Identification Number Registration with NIMC by Company Directors who are Nigerians;

(d) Evidence of Pension Clearance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidder's whose number of Staff is 15 and above);

(e) 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);

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

(g) 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.;

(h) 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 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;

- (i) Evidence of Finn's current registration with the relevant regulatory professional body(ies) such as ICAN, ESVARBON, COREN, ARCON, CORBON, QSRBN e.t.c.;
- (j) Company's Audited Accounts for the last three (3) years -2020, 2021 & 2022;
- (k) Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (l) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional Certificates such as ICAN, ESVARBON, COREN, ARCON, CORBON, QSRBN e.t.c.;
- (m) Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- (n) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided indicating among others the Lead Partner (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.

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

(4.0) SUBMISSION OF EXPRESSION OF INTEREST

Prospective bidders are to submit bid in Five (5) hard copies of the Expression of Interest packaged in sealed envelope clearly marked as the Consultancy for NIMC Assets Valuation and addressed to the Director-General, National Identity Management Commission (NIMC), No. 11 Sokode Crescent off Dalaba Street, Wuse Zone 5, Abuja. Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop 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 12:00noon on Tuesday, 30 January, 2024.**

(5.0) OPENING OF EXPRESSION OF INTEREST

The EOIs will be opened immediately after the deadline for submission at **12:00 noon on Tuesday, 30 January, 2024**, in front of the Modification Office (Close to the main gate-gate 1), NIMC Headquarters Abuja in the presence of bidders or their representatives. Please, ensure that you sign the bid submission register in the office of (Director, Procurement, Room 009, Old Administrative Block, 11 Sokode Crescent off Dalaba Street, Wuse Zone 5, Abuja) as the (National Identity Management Commission) will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Ag. Director Procurement on nkoyo.iwok@nimc.gov.ng, procurement@nimc.gov.ng.

(6.0) GENERAL INFORMATION

- (i) EOIs must be in English Language and signed by an official authorized by the bidder;
- (ii) EOIs submitted after the deadline for submission would be returned un-opened;
- (iii) All costs will be borne by the bidders;
- (iv) The EOIs 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's opening online;
- (v) Only shortlisted Consultants will be invited at a later date for collection of Request for

Proposals;

(vi) The NIMC is not bound to 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.

(7.0) 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 EOI.

SIGNED:

DIRECTOR/HEAD PROCUREMENT

FOR: DG/CEO