

THE PRESIDENCY

NATIONAL IDENTITY MANAGEMENT COMMISSION (NIMC)

11 SOKODE CRESCENT OFF DALABA STREET, WUSE ZONE 5, WUSE ABUJA

www.nimc.gov.ng

INVITATION TO TENDER FOR THE 2023 BUDGET OF THE COMMISSION

(1.0) INTRODUCTION

The National Identity Management Commission (NIMC), charged with the mandate to establish, operate and manage the National Identity Database in Nigeria seeks to invite applications from interested Contractor with cognate experience for the provision in areas listed under 2.0 below wishing to submit Technical and Financial Bids for the under listed projects:

(2.0) SCOPE OF GOODS & NON CONSULTANCY SERVICES

Interested Contractors and Service providers are expected to indicate their interest in any of the following which should be **more than ONE in** either of the under-listed categories:

CATEGORY A: GOODS

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| Lot 1 | Procurement of Stationeries/Consumables. |
| Lot 2 | Procurement of Furniture for the Commission. |
| Lot 3 | Procurement and Installation of Air Conditioner for the Commission. |

CATEGORY B: NON CONSULTANCY SERVICES

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- | | |
|-------|---|
| Lot 1 | Facility Management Services |
| Lot 2 | Provision of Fleet Management Services for vehicles |

Lot 3	Provision of Security Services:
	3a: NIMC HQ.
	3b: Lagos. South West 1&2.
	3c. South South.
	3d. South East.
	3e: Kano. North West 1 &2.
	3f: North East 1&2.
	3g: North Central 1 &2.

(3.0) 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;
- (b) Evidence of Company's Income Tax Clearance Certificate for the last (3) years valid till 31st December, 2023;
- (c) Evidence of Certificate 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 in bidders 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 in 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) Lot A3: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);

(j) Lot B1: Evidence of Firm's current registration with relevant regulatory professional body(ies) such as COREN, ESVARBON, etc.;

(k) Lot B3 Evidence of Firm's current registration with Nigeria Security & Civil Defence Corps (NSCDC) is required;

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

(m) Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

(n) 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 ESVARBON,

COREN, e.t.c.;

(o) 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;

(p) 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) COLLECTION OF TENDER DOCUMENTS

Interested Companies are to collect the Standard Bidding Document (SBD) from the Office of the Director/Head, Procurement, National Identity Management Commission (NIMC), 11 Sokode Crescent off Dalaba Street, Wuse Zone 5, Abuja on evidence of payment of a non-refundable tender fee of N10,000, paid into to the National Identity Management Commission (NIMC) Remita Account in any reputable Commercial Bank in Nigeria.

(5.0) SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit five (5) hard copies each of the Technical and Financial Bids with soft copy of Financial Bid only in MS Excel Format, 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 Director-General, National Identity Management Commission (NIMC), No. 11 Sokode Crescent off Dalaba Street, Wuse Zone 5, Abuja and clearly marked (the name of the project). Furthermore, the reverse of each sealed envelope should bear 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 12:00 noon, Tuesday, 20 February, 2024.**

(6.0) OPENING OF TECHNICAL BIDS

Only the Technical Bids will be opened immediately after the deadline for submission **12:00 noon, Tuesday, 20 February, 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, while the Financial Bids will be kept un-opened. Please, ensure that you sign the bid submission register in the office of (Director/Head Procurement Unit, 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 Director/Head Procurement on nkoyo.iwok@nimc.gov.ng, procurement@nimc.gov.ng.

(7.0) GENERAL INFORMATION

- (a) Bids must be in English Language and signed by an official authorised by the bidder;
- (b) Bids submitted after the deadline for submission would be returned un-opened;
- (c) Bidders should not bid for more than one (1) Lot in each Category, violation is automatic disqualification;
- (d) All costs will be borne by the bidders;
- (e) The Technical Bids will be opened in the presence of Bidders or their representatives, CSO 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 bid opening online;

(f) 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) Submission of false documents shall lead to disqualification and may be referred for prosecution;

(h) The National Identity Management Commission is not bound to 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.

(8.0) DISCLAIMER

This advertisement is published for information sake and invitation only. The National Identity Management Commission 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:

DIRECTOR/HEAD PROCUREMENT

FOR: DG/CEO