

NATIONAL INFORMATION TECHNOLOGY DEVELOPMENT AGENCY (NITDA)

FEDERAL MINISTRY OF COMMUNICATIONS, INNOVATION AND DIGITAL ECONOMY

No 28 Port-Harcourt Crescent, Off Gimbiya Street, Area 11, Garki, Abuja.

INVITATION TO TENDER/PREQUALIFICATION

(1) INTRODUCTION

The National Information Technology Development Agency (NITDA) intends to undertake the execution of some of its projects (National Information Technology Development Fund) Projects for the 2024 financial year. These projects are in furtherance to efforts of fulfilling NITDA’s mandates of advancing Information Technology in Nigeria.

(2) SCOPE OF WORKS/GOODS/SERVICES

In compliance with Public Procurement Act, 2007, NITDA invites interested, competent and reputable contractors/consultants with relevant experience and good track records to submit documents necessary for consideration for the execution of NITDA programmes/projects as follows:

WORKS		
1	Equipping of Digital Learning Centres	NITDEF/IT01
2	Relocation and major renovation of Southwest Zonal Office in Lagos	NITDEF/IT02
3	Construction of IT Innovation Hub (South)	NITDEF/IT03
4	Equipping of IT Innovation Hub (South)	NITDEF/IT04
5	Construction of IT Innovation Hub (North)	NITDEF/IT05
6	Equipping of IT Innovation Hub (North)	NITDEF/IT06
7	Construction/Equipping of ICT Community Centre	NITDEF/IT07
8	Optimization of wireless Local Area Network (WLAN) at NITDA HQ	NITDEF/IT08
9	Renovation and equipping of Southeast Zonal Office of the Agency	NITDEF/IT09
10	Establishment of Digital Content Creation Centre at new NITDA HQ	NITDEF/IT10

11 Overhauling of NCAIR Renewable Energy System (Floors 2&3)	NITDEF/IT11
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GOODS

1 NCAIR Labs Consumables	NITDEF/IT12
2 Lab Equipment	NITDEF/IT13
3 ONDI Media Equipment/Working Tools: project 9	NITDEF/IT14
4 Procurement of NITDA Software Licenses	NITDEF/IT15
5 Renewals for NITDA Software Fees	NITDEF/IT16
6 Procurement of Specialized Licenses	NITDEF/IT17
7 Working Tools for Staff of the Agency	NITDEF/IT18
8 Procurement of ICT Tools for Staff	NITDEF/IT19
9 Procurement of ICT Working Tools for Intervention	NITDEF/IT20
10 Procurement of IT infrastructure for Northeast Zonal office of the Agency	NITDEF/IT21
11 Digital Communication tools for New Media activities	NITDEF/IT22

SERVICES

1 Review of the Nigeria Open Data Policy	NITDEF/EOI01
2 Research and Development Symposium	NITDEF/EOI02
3 Grantsmanship and Bankable Proposal Workshops	NITDEF/EOI03
4 Enabling Reproducible Scientific R&D for Ecosystem Development	NITDEF/EOI04
5 Review and Publication of Current Standards	NITDEF/EOI05
6 Cyber Security Awareness Campaign (October month)	NITDEF/EOI06
7 Venue for Digital Nigeria International Conference Exhibitions and Awards 2024	NITDEF/EOI07
8 Off Site meeting Logistics and Services for Digital Nigeria International Conference 2024	NITDEF/EOI08
9 Tech Expo for Digital Nigeria International Conference 2024	NITDEF/EOI09
10 Emerging Technology for Digital Nigeria International Conference 2024	NITDEF/EOI10
11 Innovation Challenge for Digital Nigeria International Conference 2024	NITDEF/EOI11
12 Provision of Lunch for Digital Nigeria International Conference 2024	NITDEF/EOI12

13	Nigerian Tech Imaging programme	NITDEF/EOI13
14	Immersive Digital Experience for Digital Nigeria International Conference 2024	NITDEF/EOI14
15	Implementation of ISMS Framework	NITDEF/EOI15
16	Internet Protocol Version 6 (IPv6) transition and adoption Phase 1	NITDEF/EOI16
17	Stakeholders' engagement on improvement of NITDEF 1% collection	NITDEF/EOI17
18	Ecosystem Stakeholders Engagement and Opinion Sampling	NITDEF/EOI18
19	Training of ISMS champions/renewal of certificates and staff awareness activities	NITDEF/EOI19
20	Coordination of the Implementation of the Regulatory Intelligence Framework	NITDEF/EOI20
21	Study on Regulatory Alignment to Government Policies	NITDEF/EOI21
22	Bi-Annual Public/Private Sector Consumer Protection Forum	NITDEF/EOI22
23	Provision and Maintenance of IT infrastructure and OEM type approval	NITDEF/EOI23
24	Engagement of Insurance Underwriter	NITDEF/EOI24
25	Engagement of Insurance Broker	NITDEF/EOI25
26	Collaboration and support to promote Digital Economy activities	NITDEF/EOI26
27	Renewal and upgrade of tools of NITDA CERRT	NITDEF/EOI27
28	NITDA messaging and collaboration services	NITDEF/EOI28
29	Provision of Automatic Online and Offline Backup Phase II	NITDEF/EOI29
30	Implementation of Mobile Device Management (MDM) system for Bring Your Own Device (BYOD) Policy	NITDEF/EOI30
31	Establishment of baseline study for NITDA's initiative	NITDEF/EOI31
32	Impact assessment activities on NITDA's strategic blueprint	NITDEF/EOI32
33	Annual General Meeting of National Council on Communications & Digital Economy	NITDEF/EOI33
34	Renewal of Service Agreement with PKI Vendors	NITDEF/EOI34
35	Promotion of Internet Governance Activities	NITDEF/EOI35
36	Automation/Archiving of financial documents and other related assets of the Agency	NITDEF/EOI36
37	Stakeholder Engagement Program and Ecosystem Development Program at Sub-national (SW)	NITDEF/EOI37
38	Stakeholder Engagement Program and Ecosystem Development Program at Sub-national (SE)	NITDEF/EOI38

39	Designs and Legalization of all Pending NITDA's landed Assets	NITDEF/EOI39
40	Participation in Digital Economy Site activities at G-20	NITDEF/EOI40
41	iHatchStart-ups Incubation Program: Project 1	NITDEF/EOI41
42	Tech Innovation Hubs Mapping & Upskilling: Project 6	NITDEF/EOI42
43	Start-up Acceleration Program: Project 12	NITDEF/EOI43
44	Data4AI Project	NITDEF/EOI44
45	AI Computer resource centre	NITDEF/EOI45
46	Development of National Digital Literacy Standard	NITDEF/EOI46
47	Implementation of NITDA's Strategic Road Map and Action Plan (SRAP2.0)	NITDEF/EOI47
48	Programs for the Implementation of the National Block chain Policy	NITDEF/EOI48
49	Development of Digital Public Infrastructure (DPI) Standards	NITDEF/EOI49
50	Implementation of the National E-Commerce Policy and Strategy (NEPS)	NITDEF/EOI50
51	National Digital Literacy Framework (NDLF) Policy Dialogue	NITDEF/EOI51
52	Development of enabling regulation and framework for cyber Insurance	NITDEF/EOI52
53	Competency Training for all Staff (In house-Training)	NITDEF/EOI53
54	NITDA Cultural re-orientation programme	NITDEF/EOI54
55	Management Retreat	NITDEF/EOI55
56	Web Portal Design and Registration for Digital Nigeria International Conference. Exhibitions and Awards 2024 (Technical)	NITDEF/EOI56
57	Decoration and Dinner for Digital Nigeria International Conference, Exhibitions and Awards 2024 (Technical)	NITDEF/EOI57
58	Broadband Implementation Steering Committee (BISC)	NITDEF/EOI58
59	Tech refresh for NITDA Data Centre	NITDEF/EOI59
60	Participation in Digital Economy Site activities at UNGA	NITDEF/EOI60
61	Stakeholder Engagement Program and Ecosystem Development Program at Sub-national (NW)	NITDEF/EOI61
62	Stakeholder Engagement Program and Ecosystem Development Program at Sub-national (NC)	NITDEF/EOI62
63	Specialised Capacity Building and engagement with Technical Working Group (TWG) @ State Level at the SW. SS. NC and NW Zones.	NITDEF/EOI63
64	Digital Nigeria Conference -Start-ups & Innovation Ecosystem Day: Project 8	NITDEF/EOI64
65	NCAIR Technical Staff Capacity Building Training	NITDEF/EOI65

66 Overhauling of NCAIR Renewable Energy System (Floors 2 & 3)	NITDEF/EOI66
67 IT Certificate verification activities	NITDEF/EOI67
68 Production and Airing of TV Documentary Facilitating the Development of Social Media Industry in Nigeria (Building Capacity for Social Media Entrepreneurship in two geo political zones)	NITDEF/EOI68
69 zones) Facilitating the Development of Social Media Industry in Nigeria (Building Capacity for Social Media Entrepreneurship in two geo-political zones)	NITDEF/EOI69
70 Social Media Engagement by influences	NITDEF/EOI70
71 Upgrade of Accounting Software of the Agency	NITDEF/EOI71

(3.0) ELIGIBILITY REQUIREMENTS

Interested firms are required to 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 to 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 National Information Technology Development Agency 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 COREN, QSRBN, ARCON, CORBON etc.;

(k) 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;

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

(m) ICT jobs: Evidence of ISO 27001 and ISO 20000 Certifications;

- (n) Works: List of Plants/Equipment with proof of Ownership/Lease Agreement;
- (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.

(4.0) COLLECTION OF TENDER DOCUMENTS (GOODS & WORKS)

Standard Bidding Documents for Goods and Works are to be collected from the Procurement Unit, National Information Technology Development Agency (NITDA). This is upon presentation of N10,000:00 (Ten Thousand Naira) Bank Drafts issued in favour of NITDA for each project, this fee is non-refundable.

Interested applicants in Consultancy Services will not pay at this stage until after shortlisting.

(5.0) SUBMISSION OF TENDER DOCUMENTS (GOODS & WORKS)

- (i) All respondents should submit two copies of their Technical and Financial (in Hard and editable soft copy) Bids each in separate sealed envelopes.
- (ii) Each Bid should be clearly marked "TECHNICAL" or "FINANCIAL", and clearly write the Company Name, Address and Lot Numbers of projects bided for. All sealed envelopes should be put in an A3 size envelope and marked "TECHNICAL/FINANCIAL BID FOR LOT...."

(iii) All bidders must fill in the Bid Submission Register at the PROCUREMENT UNIT, Room B0005 NITDA Headquarters and thereafter drop the documents in the tender's box.

(iv) All Documents must be submitted **on or before 12:00 noon, Thursday, 4 April, 2024.**

(v) All documents should be addressed to:

DIRECTOR-GENERAL/CEO

National Information Technology Development Agency (NITDA),

No. 28 Port-Harcourt Crescent, Off Gimbiya Street,

Area 11, Garki, Abuja.

(6.0) 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, 18 March, 2024**

(7.0) OPENING OF EOI AND TECHNICAL BIDS

The EOIs and the Technical bids will be opened immediately after the deadline for submission at **12:00 noon, 18 March, 2024 and 12:00 noon, Thursday, 4 April, 2024**, respectively, at the Parking Lot of the NITDA Headquarters, 28, Port Harcourt Crescent, Area 11, Garki, Abuja, in the presence of applicants or their representatives. Applicants or their representatives must ensure they sign the EOI/Bid Submission Register and provide all their contact particulars. NITDA will not be held liable for misplaced or wrongly submitted bids. Please contact Mr. Hashim Suleiman through hsuleiman@nitda.gov.ng on any enquiry.

(8.0) GENERAL INFORMATION

- (a) EOIs/Bids must be in English Language and signed by an official authorised by the bidder.
- (b) Any EOI/bid received after the deadline for the submission shall not be opened; such EOI/bid shall automatically be disqualified and returned unopened.
- (c) Applicants should endeavour to follow the order of instructions in the submission.
- (d) Illegible documents in company's profiles shall lead to disqualification.
- (e) No company is allowed to bid for more than two (2) lots.
- (f) Mobilization fee shall only be considered subject to presentation of Performance Bond of not less than 10% from reputable bank/insurance firm on award of contract.
- (g) The Agency shall not be responsible for any cost incurred by the bidder in the preparation and submission of documents in connection with this advert.
- (h) All Certificates are subject to verification and a bid stand disqualified if any certificate is found to be forged with possibilities of prosecution.
- (i) The Technical Bids/expression of Interest will be opened in the presence of Bidders of bidders or their representatives. CSOs in Anti-Corruption and Transparency and Private Professional bodies and will be covered by video recording, invitation link will be sent to applicant who chooses to join EOI/bid opening online.
- (j) The National Information Technology Development Agency is not bound to pre-qualify/shortlist any applicant 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:

DIRECTOR-GENERAL/CEO

NATIONAL INFORMATION TECHNOLOGY DEVELOPMENT AGENCY