

NIGERIA COUNCIL OF FOOD SCIENCE TECHNOLOGY

FEDERAL MINISTRY OF SCIENCE, TECHNOLOGY AND INNOVATION)

REQUEST FOR EXPRESSION OF INTEREST FOR THE IMPLEMENTATION OF 2023 CAPITAL PROJECTS

(1) INTRODUCTION

The Federal Government of Nigeria has allocated public funds to the Nigeria Council of Food Science Technology (NiCFoST) in the 2023 Appropriation Act for the execution of programmes, projects, and policies towards achieving the mandate of the Council. NiCFoST intends to apply a portion of the funds for the implementation of the 2023 Capital projects.

In compliance with the Public Procurement Act 2007, the Nigeria Council of Food Science and Technology hereby invites interested and reputable Consultants with relevant experience and good track records of performance and experience to submit Tender and Request for Proposals (RfP) documents necessary for consideration for the execution of the job.

(2) SCOPE OF SERVICES

Lot A	Sensitization of States Ministries of Local Government and Local Government Commissions (Chairmen of Commissions) and States Ministries of Health [persons in charge of food matters) on the assessment of gaps/needs in Nigeria Food Institutions
Lot B	Sensitization of Federal and States Ministries of Agriculture and their Agricultural Development Programmes on the assessment of gaps/needs in Nigeria Food Institutions

(3) ELIGIBILITY REQUIREMENTS

- (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;
- (b) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax

Clearance Certificates of all the Partners in the 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 31/12/2023 or valid Certificate issued by BPP.

(g) Evidence of Firm's current registration with the relevant regulatory professional body(ies);

(h) Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Nigeria Council of Food Science Technology 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;

- (i) Company's Audited Accounts for the last three (3) years-2020, 2021 & 2022;
- (j) Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (k) 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.;
- (l) 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;
- (m) For Joint Venture/Partnership, Memorandum of Understanding (MoU) 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) SUBMISSION OF EXPRESSION OF INTEREST

Prospective consultants are to enclose two (2) copies of EOIs including one original copy in sealed envelope clearly stating the Project Name on top right corner of the envelope with the name of the Company on the reverse side of the envelope and address to:

The Registrar/CEO,

Nigeria Council of Food Science and Technology (NiCFoST),

No. 11. Dire Dawa Street, Wuse Zone 6, Abuja

The sealed envelope should be submitted in the bid box office at the office of the Head (Procurement) at the Procurement Department, No. 11, Dire Dawa Street, Wuse Zone 6. Abuja **not later than 12:00 noon, Tuesday, 31 October, 2023**. Late submission of bids shall not be accepted, please.

(5) OPENING OF EOI

Opening of the EOIs will commence immediately after the close of submission at **12:00noon, Tuesday, 31 October, 2023**. at No. 11, Dire Dawa Street, Wuse Zone 6. Abuja. All Bidders and/or their representatives and Civil Society Organizations are invited to witness the opening exercise according.

(6) PLEASE NOTE THAT:

- (i) All documents are subject to clarification from relevant bodies for verification.
- (ii) The Nigerian Council of Food Science and Technology (NiCFoST) reserves the right to reject any or all the submissions that do not meet up with the requirements as specified.
- (iii) The evaluation of the received documents shall be strictly based on the requirements as specified above.
- (iv) Bids submitted after the deadline for submission would be returned un-opened.
- (v) The EOIs will be opened in the presence of CSOs and Professional bodies and covered by video recording; invitation link will be sent to bidder who chooses to join the bid opening online.
- (vi) Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals.
- (vii) The Nigeria Council of Food Science Technology 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.

SIGNED

REGISTRAR/CEO

**NIGERIA COUNCIL OF FOOD SCIENCE AND TECHNOLOGY
ABUJA**