

FEDERAL REPUBLIC OF NIGERIA

NIGERIAN CHRISTIAN PILGRIM COMMISSION

(THE PRESIDENCY)

INVITATION FOR PRE-QUALIFICATION FOR GROUND -HANDLING OF NIGERIA CHRISTIAN PILGRIMS IN TURKEY, JORDAN, ISRAEL, ROME AND GREECE FOR 2024 PILGRIMAGE OPERATION

(1) INTRODUCTION

(1.1) The Nigerian Christian Pilgrim Commission (NCPC) In compliance with its statutory functions, Intends to carry out the Ground-handling of Pilgrims under the 2024 Christian Pilgrimage Operations.

(1.2) The NCPC therefore, invites interested and competent and licenced ground handlers with requisite qualification and experience to submit pre-qualification documents for Nigerian Christian Pilgrims Ground Handling Operations as follows:

(2) SCOPE OF WORK

S/N	PROJECT TITLE
Lot 1	Ground-Handling Services in Jordan/Israel
Lot 2	Ground-Handling Services in Rome/Greece and Israel
Lot 3	Ground-Handling Services in Turkey/Israel

(3) ELIGIBILITY REQUIREMENTS

Companies applying must partner with a Nigerian Company.

Bidders should provide the following as minimum requirement for the project:

(a) Verifiable written evidence of ownership or partnership with the owners of Hotels & Buses Including authorization for confirmation by the NCPC

- (b) Evidence of ability to make authentic Tour Schedules available before the commencement of the airlift
- (c) Evidence of Company's Registration for the Principal Partners
- (d) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7. Business Name with Form BN1 is also acceptable;
- (e) Evidence of filing of Company's Current Annual Returns with CAC;
- (f) Evidence of Company's Income Tax Clearance Certificates for the Last 3 years (2021, 2022 & 2023) (for Nigerian Partners) valid till 31st December, 2024, with minimum average annual turnover of \$5million USD;
- (g) Evidence of Pension Compliance Certificate valid till 31st December, 2024 (for Nigerian Partners);
- (h) Evidence of Nigeria Social Insurance Trust Fund (NSITF) valid till 31st December, 2024 (for Nigerian Partners);
- (i) Evidence of Industrial Training Fund (ITF) Compliance valid till 31st December, 2024 (for Nigerian Partners);
- (j) 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, 2024 or valid Certificate issued by BPP;
- (k) Evidence of non-indebtedness to service providers either in Nigeria or in Turkey, Jordan, Israel, Italy or Greece.
- (l) Detailed Company Profile's including C.V of Key Staff and their Academic/Professional Certificates;

- (m) Evidence of operational experience in at least five (5) Jobs of similar nature and complexity executed within the last five years with verifiable letters of Contract award and certificates of Job completion.
- (n) Letter for access to line of credit in the sum of \$1mllllon USD from a reputable bank.
- (o) 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 & S worn Affidavit are compulsory for each JV partner);
- (p) Possession of Tour Agency/Ground Handling License.
- (q) Company's Annual Audited Account for the last 3years (2021, 2022 & 2023);
- (r) Sworn Affidavit
 - disclosing whether or not any officer of the relevant committees of the Nigerian Christian Pilgrim 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;

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 Letter Head 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.

In addition, Ground Handlers are also expected to submit these documents/requirements:

- (a) Verifiable evidence of capability to procure entry visas for pilgrims to Israel/Rome and Greece (for Ground Handlers applying for Israel/ Rome and Greece);
- (b) Verifiable evidence of capability to procure entry visa for pilgrims to Israel (for Ground Handlers applying for Israel only);
- (c) Verifiable evidence of capability to procure entry visa for pilgrims to Jordan/Israel (for Ground Handlers applying for Jordan/Israel);
- (d) Verifiable evidence of capability to procure entry visa for pilgrims to Turkey/Israel (for Ground Handlers applying for Turkey/Israel);
- (a) Evidence of at least ten Holy sites you took pilgrims to in the recent past; and type of vehicles/buses for pilgrims.

(3.0) SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

(3.1) Interested bidders are to submit three (3 hard/soft copies) bound of Pre-qualification documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to.

The Secretary, Tender's Board,

Nigerian Christian Pilgrims Commission,

Plot 1348 Cadastral Zone A03,

Ah mad u Bello Way, Gark1 2, Abuja.

Clearly mark with (the name of project and lot number which should not be more than two

(2) locations for a bidder). Furthermore, each sealed envelope should bear the name and address of the bidder and dropped in the designated Tender Box at the Conference Hall of the Commission, as NCPC will not be held liable for misplaced or wrongly submitted documents.

**The Secretary, Tender's Board,
Nigerian Christian Pilgrims Commission,
Plot 1348 Cadastral Zone A03,
Ahmadu Bello Way, Garki 2, Abuja.**

(3.2) The closing date for submission in respect of the exercise is **12:00 noon, Monday, 11 March, 2024.**

(3.3) The pre-qualification documents will be opened immediately after the deadline for submission at **12:00 noon, Monday, 11 March, 2024**, in the presence of all bidders or their representatives and representatives of professional bodies and Non-Governmental Organizations, at the

Nigeria Christian Pilgrim Commission,

Commission's Conference Room,

Plot 1348 Cadastral Zone A03,

Ahmadu Bello Way, Garki2, Abuja.

(3.4) Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tender documents.

(3.5) Allocation of Pilgrims to the Service Providers shall be done in collaboration with the State or Sponsor.

(3.6) The Pre-qualification documents 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 bid opening online.

(3.7) All inquiries should be directed to:

The Secretary, Tender's Board,

Nigerian Christian Pilgrims Commission

Plot 134B Cadastral Zone A03

Ahmadu Bello Way, Garki 2, Abuja.

Email: procurement@ncpc.gov.ng

(4.0) DISCLAIMER AND CONCLUSION

(4.1) This announcement is published for Information purposes only and does not constitute an offer by the Commission to transact with any party for the project, nor does it constitute a commitment or obligation on the part of the Commission to procure concession services.

(4.2) The Commission will not be responsible for any costs or expenses incurred by any interested party (ies) in connection with any response to this invitation and or the preparation or submission in response to an inquiry.

(4.3) The Nigerian Christian Pilgrim Commission is not bound to pre-qualify any bidder and reserves the right to annul the selection process at any time without incurring any liabilities and assigning any reason thereof.

SIGNED

BISHOP STEPHEN ADEGBITE PH.D., GPJ

EXECUTIVE SECRETARY

NIGERIAN CHRISTIAN PILGRIMS COMMISSION