

**FEDERAL REPUBLIC OF NIGERIA**  
**FEDERAL MINISTRY OF COMMUNICATIONS AND DIGITAL ECONOMY**

**NIGERIAN POSTAL SERVICE (NIPOST)**  
**GARKI II ABUJA, FCT**  
**WEBSITE: [www.@nipost.ng.gov](http://www.nipost.ng.gov).**

**REQUEST FOR EXPRESSION OF INTEREST (EOI) AND INVITATION TO TENDER**

**1. INTRODUCTION**

In compliance with the Public Procurement Act, 2007, as amended by the Finance Act, 2020, the Nigerian Postal Service (NIPOST) is inviting reputable, experienced and competent contractors/suppliers, consulting firms, who have good track record in assets valuation, enumeration and perfecting of Title Deeds to submit Expression of Interest (EOI) in respect of the below stated services toward in implementing this year's 2024 budget.

**2. SCOPE**

**A. SERVICES**

LOT 1: REVIEW AND UPGRADE OF NIPOST ASSETS REGISTER

LOT 2: ASCERTAIN AND PERFECT TITLE DEEDS OF NIPOST FIXED AND LANDED ASSETS WHERE APPLICABLE, SURVEY AND GEOTAGGING OF ALL NIPOST LANDED AND FIXED ASSETS GEOPOLITICAL ZONE BY GEO-POLITICAL ZONE.

LOT 3: PROVISION OF SOLAR POWER SUPPLY TO ICT AND OTHER OFFICES IN WHITE HOUSE BUILDING IN ABUJA.

LOT 4: PROVISION OF SOLAR POWER SUPPLY TO CORPORATE HEADQUARTERS GARKI ABUJA

**B: WORKS**

LOT 5: REHABILITATION OF DUGBE POST OFFICE IBADAN, OYO STATE

LOT6: REHABILITATION OF EPE POST OFFICE, LAGOS STATE

LOT7: REHABILITATION OF WARRI POST OFFICE, DELTA STATE

LOT8: DEMOLITION, RE-CONSTRUCTION OF PERIMETER FENCE AT IKOYI POST OFFICE, LAGOS STATE

LOT9: REHABILITATION OF OTA POST OFFICE, OGUN STATE

LOT10: REHABILITATION OF BADAGRY POST OFFICE, LAGOS STATE

LOT11: REHABILITATION OF ILESHA POST OFFICE, OSUN STATE

LOT12: REHABILITATION OF MAIN POST OFFICE BUILDING AREA 10, GARKI ABUJA

LOT13: REHABILITATION OF MAIN POST OFFICE BUILDING ILORIN, KWARA STATE

LOT14: REHABILITATION OF MAIN POST OFFICE BUILDING AKWA IBOM STATE

LOT15: REHABILITATION OF MAIN POST OFFICE BUILDING, LOKOJA, KOGI STATE

LOT16: REHABILITATION OF MAIN POST OFFICE BUILDING ABAKALIKI, EBONYI STATE

LOT17: REHABILITATION OF MAIN POST OFFICE BUILDING AWKA, ANAMBRA STATE

LOT18: REHABILITATION OF GENERAL POST OFFICE, YOLA, ADAMAWA STATE

LOT19: REHABILITATION OF GENERAL POST OFFICE, DAMATURU, YOBE STATE

LOT20: REHABILITATION OF GENERAL POST OFFICE BIRNIN-KEBBI, KEBBI STATE

LOT21: REHABILITATION OF GENERAL POST OFFICE AGGREY, POST HARCOURT, RIVERS STATE

LOT22: REHABILITATION OF KADUNA TOWN POST OFFICE, KADUNA STATE

LOT23: REHABILITATION OF KWAMBLA POST OFFICE, ADAMAWA STATE

LOT24: FENCING OF OBALUFON NIPOST LAND AT OBALUFON POST OFFICE, OSUN STATE

### **C: GOODS**

LOT25: PROCUREMENT OF MOTOR VEHICLES FOR MAIL OPERATION AND MARKETING

LOT26: PROCUREMENT OF MOTORCYCLE FOR MAIL OPERATION AND MARKETING

LOT27: PROCUREMENT OF DIGITAL WEIGHING SCALES FOR MAIL OPERATIONS

### **3. ELIGIBILITY REQUIREMENTS**

- a. Evidence of certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC 1.1 or CAC2 and CAC7. Business name is also acceptable for services
- b. Evidence of Company's Income Tax Clearance Certificates ( or Personal Income Tax Clearance Certificate for all the partners in case of Business name)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 current Nigeria Social Insurance Trust Fund (NSITF) Compliance 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 Nigerian Postal Service or Bureau of Public Procurement (BPP) 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 county for any criminal offence relating to fraud impropriety or criminal misrepresentation or falsification of facts relating to any matter.
- That the company is not in receivership, the subject of any form or bankruptcy proceedings or the subject of any form of winding up petition or proceeding
- That the company does not have existing loan or financial liability with a bank, other financial institutions or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months.

h. Company's Audited Accounts for the last three years (2021, 2022 & 2023)

i. Reference letter from a reputable commercial bank indicating willingness to guarantee for 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 certificates such as COREN, QSRBN, ICAN/ANAN, ESVARBON etc;

k. Verifiable documentary evidence of at least three (3) similar jobs 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 firms current registration with relevant regulatory professional body(ies) such as COREN, QSRBN, ICAN/ANAN, ESVARBON etc

m. Only companies included in the National Automotive Design and Development Council's

approved list of local manufacturers of vehicles or their authorized representatives should bid for the vehicles;

n. For supply of Equipment: Letter of Authorization as representative of the Original Equipment Manufacturer (OEMs)

o. Electricity jobs: Evidence of current licence issued by Nigerian Electricity Management Services Agency (NEMSA)

p. Works: list of plants/equipment with proof of ownership/lease agreement;

q. For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificates, 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 submitted with a Covering/Forwarding letter under the Company's letter head paper bearing amongst others, the Registration Number (RC) as issued by the CAC, Contact Address, Telephone Number (preferably GSM No) fax and email 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.

#### **4. COLLECTION OF TENDER DOCUMENTS (GOODS & WORKS)**

Interested companies are to collect the Standard Bidding Documents (SBDs) from the office of the **DIRECTOR, Procurement, NIPOST Corporate Headquarters, Room 222, Second Floor, Garki II, Abuja**. Only contractors bidding for the works/goods must show evidence of payment of a non-refundable tender fee of N10,000.00 Ten Thousand Naira only per lot, paid into the NIPOST's remita account in any reputable commercial Bank in Nigeria, while interested firms in consultancy service will not pay at this stage until after prequalification.

#### **5. SUBMISSION OF EOI**

Interested firms are to submit the Expression of Interest (EOI) and technical bids for each of

the lots desired in two (2) hard copies each (one original and one copy). The documents should be submitted in a sealed envelope and addressed to THE DIRECTOR, PROCUREMENT, NIPOST Corporate Headquarters, Room 222, Second Floor, Garki II, Abuja and clearly marked with (the name of the project, and the lot number). Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated tender box at the procurement department not later than 12:00 noon Monday 18th March, 2024.

## **6. SUBMISSION OF TENDER DOCUMENTS (GOODS & WORKS)**

Prospective bidders are to submit two (2) hard copies each of the technical and financial bids with softcopy of the financial bid in MS Excel format, packaged separately in sealed and clearly marked as "Technical Bid" and "Financial Bid". Thereafter, the two sealed envelopes should be put together in a bigger sealed envelope addressed to **THE DIRECTOR, PROCUREMENT, NIPOST Corporate Headquarters, Room 222, Second Floor, Garki II, Abuja and clearly marked with the name of the project and lot number. Furthermore,** the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated tender Box in the office of the Chief Medical Director not later than 12:00 noon Wednesday, 3rd April, 2024.

## **7. OPENING OF EOI & TECHNICAL BIDS**

The Expression of interest and the technical bids will be opened immediately after the date line for submission at **12:00 noon Monday 18th March, 2024 and 12:00 noon Wednesday, 3rd April, 2024** respectively in the board room of the Nigerian Postal Service Corporate Headquarters, Garki II, Abuja FCT, while the financial bids will be kept unopened.

Please ensure that you sign the bid submission register in the office of Head of Procurement, room 222, 2nd Floor NIPOST Corporate Headquarters Garki II, Abuja as the Nigerian Postal Services shall not be held liable for misplaced or wrongly submitted bids. For further enquiries please contact the director procurement.

**Note:** For the payment of tenders fee, kindly report to cash office for the modalities of payment at room 215 NIPOST Corporate Headquarters, Garki II, Abuja.

## **8. GENERAL INFORMATION**

- a. EOI/Bids must be in English Language and signed by an official authorized by the bidder;
- b. EOI/Bids submitted after the deadline for submission would be returned un-opened.
- c. Bidders should not bid for more than two (2) lots
- d. Failure to submit any of the above stated requirements shall lead to disqualification of bids/EOIs.
- e. Notwithstanding the submission by any company, the Nigerian postal Service is neither committed nor obligated to offer any company or firm an award in any form of contract or its agency company.
- f. NIPOST reserves the right to conduct independent inspection of works claimed to have been carried out previously;
- g. All costs will be borne by bidders;
- h. The EOI/technical bids opening will be opened in the Presence of CSO's and professional bodies and covered by video recording; invitation link will be sent to bidders who choose to join the bid opening online.
- i. Goods & Works: Only pre-qualified bidders at technical evaluation will be invited at later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
- j. Consultancy services: Only shortlisted firms will be invited at a later date for collection of Request for Proposals'.
- k. Nigerian Postal Service is not bound to pre-quality 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  
NIPOST MANAGEMENT