

**FEDERAL REPUBLIC OF NIGERIA
OFFICE OF THE HEAD OF CIVIL SERVICE OF THE FEDERATION
FEDERAL SECRETARIAT COMPLEX, PHASE II, SHEHU SHAGARI WAY, CBD,
ABUJA**

**REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES
FOR E-LEARNING PLATFORM FOR THE OFFICE OF THE HEAD OF THE CIVIL
SERVICE OF THE FEDERATION (OHCSF)**

TENDER PACKAGE NO: OHCSF/PROC/2024/001

1. INTRODUCTION

The Federal Government of Nigeria has received financing from the World Bank toward the cost of the Fiscal Governance and Institutions project (FGIP) and intends to apply part of the proceeds for the execution of policies, programmes and projects aimed at achieving its mandate.

To this end, experienced and competent consultants are invited to submit expression of interest (EOI) for the consultancy services for ELearning platform for integrating Advance Digital Technologies (ADT) for the Office of the Head of the Civil Service of the Federation (OHCSF).

2. ELIGIBILITY REQUIREMENTS

Interested firms should submit two (2) soft copies of EOI documents containing individuals files of the documents outlined hereunder:

- i. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC 1.1 or CAC 2 and CAC7; or its equivalent for foreign firms.
- ii. Evidence of Company's Income Tax Clearance Certificates for the last three (3) years valid till 31st December 2024; or its equivalent for foreign firms.
- iii. 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) or its

equivalent for foreign firms.

iv. 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); or its equivalent for foreign firms.

v. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2024; or its equivalent for foreign firms.

vi. 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 or its equivalent for foreign firms.

vii. Evidence of firm's registration with Computer Professionals Registration Council of Nigeria (CPR);

viii. Evidence of firm's registration with National Information Technology Development Agency (NITDA);

ix. Sworn affidavit disclosing whether or not any officer of the relevant committees of the Office of the Head of Civil Service of the Federation 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; and That the firm doesn't have any director has been convicted in any county for any criminal offence relating to fraud impropriety or criminal misrepresentation of falsification of facts relating to any matter.

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

xi. Reference letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;

xii. Company's profile with the curriculum Vitae of key staff to be deployed for the project,

including copies of their
academic/professional qualifications;

xiii. 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;

xiv. 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);

xv. 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.

3. SUBMISSION OF EXPRESSION OF INTEREST/TENDER DOCUMENTS

i. Interested firms are to submit soft copies of Expression of Interest (EOI) documents. Each eligibility requirement above should be saved as separate files and stored in Two (2) flash drives.

ii. Each Flash drive should be neatly sealed in separate envelopes.

iii. All envelopes should be clearly marked with the Name of the Project and addressed to:

The Permanent Secretary, (Common Services Office)

Office of the Head of the Civil service of the Federation (OHCSF), Block A, 1st Floor,

Federal Secretariat Complex Phase II, Abuja, Attention: Director Procurement

iv. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated Tender Box at the Procurement Department, 2nd Floor, Block B, Office of the Head of the Civil service of the Federation (OHCSF), **not later than 12:00 noon Monday, 18th March, 2024.**

v. All bid documents are also to be forwarded to the email address:

procurement@ohcsf.gov.ng

4. OPENING OF EOI DOCUMENTS

i. The Expression of Interest will be opened at 12:00 noon on Monday, 18th March, 2024 in the Office of the Head of the Civil Service of the Federation, Federal Secretariat Complex Phase II, Abuja, in the Atiku Abubakar Hall, Block 'A' 1st Floor, Phase II Federal Secretariat, Abuja immediately after close of submission.

ii. In line with Section 19(b) (i) & (ii) of the PPA 2007, relevant Professional Bodies and Non-Governmental Organizations (NGOs) are invited to witness the opening exercise accordingly.

iii. For further enquiries, please contact the Director Procurement on email:

procurement@ohcsf.gov.ng

5. GENERAL INFORMATION

a. Eol must be in English Language and signed by an official authorized by the bidder,

b. Eol submitted after the deadline for submission would be returned un-opened;

c. The Publication is for information only, and not to be construed as a commitment or obligation on the part of the Management of OHCSF;

d. Bidders can submit through Post (Courier Services);

e. Only shortlisted firms will be invited at a later date for collection of Request for Proposals:

f. The OHCSF 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:

g. The OHCSF 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.

h. All CAC, PENCOM, TAX, ITF, NSITF, IRR Certificates shall be referred to issuing bodies for verification.

Signed

Permanent Secretary (CSO)

Office of the Head of Civil Service of the Federation (OHCSF).