

## **PUBLIC COMPLAINTS COMMISSION (PCC)**

**25, Aguiyi Ironsi Street, Maitama, Abuja**

### **REQUEST FOR EXPRESSION OF INTEREST (EOI)**

The Public Complaints Commission intends to carry out the under listed Services in its financial year 2024 Appropriation Act. In compliance with Public Procurement Act, 2007, all interested reputable Consultants and Service Providers with good track record of performance and experience are hereby invited to bid/submit EoI for the following projects:

| <b>LOT. NO</b> | <b>TRAINING DESCRIPTION</b>                     |
|----------------|---|
| PCC/T/01       | Conflict Resolution and Mediation Skills        |
| PCC/T/02       | Ethics and Professionalism in Public Service    |
| PCC/T/03       | Effective Communication and Performance Rating  |
| PCC/T/04       | Administrative Law and Regulatory Processes     |
| PCC/T/05       | Investigation Techniques and Evidence Gathering |
| PCC/T/06       | Data Analysis and Reporting                     |
| PCC/T/07       | Human Rights and Social Justice                 |
| PCC/T/08       | Leadership and Team Management                  |
| PCC/T/09       | Public Policy and Advocacy                      |
| PCC/T/10       | Technology and Digital Transformation           |
| PCC/T/11       | Commissioners Retreat                           |

### **(3) ELIGIBILITY REQUIREMENT**

Interested and competent Service providers/ Consultants wishing to carry out any of the projects listed are required to submit the following documents in their EoI. Failure to fulfil any of the under-listed requirements will render the EoI disqualified:

- (i) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including recent acknowledgment of Annual Returns, Forms CAC2 and CAC7 (or CAC

1.1). Business Name with Form BN 1 is also acceptable;

(ii) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners in case of Business Name) for the last three (3) years (2020, 2021 & 2022) valid till 31st December, 2023;

(iii) Evidence of Pension Clearance Certificate valid till 31st December, 2023, (this requirement is only applicable to bidders whose number of staff is 5 and above)

(iv) 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 50million and above);

(v) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2023;

(vi) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service providers by submission of Interim Registration Report (IRR) dated 31st December, 2023 or valid Certificate issued by Bureau of Public Procurement;

(vii) Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Public Complaints Commission or Bureau of Public Procurement is a former or present Director, Shareholder or has any pecuniary interest in the bidder and 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 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;

- That the Company does not have existing or financial liability with a bank, or other financial institution or third party that is classified as doubtful, non-performance, bad or whose repayment portion has outstanding for the last four (4) months.

(viii) Company's Audited Accounts for the last three (3) years - 2020, 2021 & 2022;

(ix) Reference letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

(x) Company's profile with Curriculum Vitae of relevant key staff to be deployed for the project, including copies of their Academic/ Professional Qualification;

(xi) 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;

(xii) Evidence of current Registration of Individual/Company with relevant regulatory Professional Body(ies) such as NITDA & CPN for ICT job, CMD, etc.;

(xiii) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);

(xiv) All documents for submission must be transmitted with a covering/forwarding letter under the Company/ Firms Letter Headed Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM Number), and E-mail address. The Letter Headed paper must bear the Names and Nationalities of the Company Directors at the bottom, duly signed by the authorized officer of the Company; and

Note that documents/ information must be arranged and submitted in the sequence listed in i-xii above.

#### **(4) SUBMISSION OF EOI**

Interested Firms are to submit two (2) bound copies of Expression of Interest in a sealed envelope and address to the **Honourable Chief Commissioner, Public Complaints Commission, 25 Aguiyi Ironsi Street, Maitama, 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 aspiring Consultant and should be deposited in the Tender Box at the address in 5 below, not later **than 12:00 noon on Friday 12 January, 2023**.

Please ensure that you sign the EOI Submission Register. Note that late submission will be returned un-opened.

#### **(5) OPENING OF EOI**

The EOI will be opened immediately after the deadline for submission at **12:00 noon on Friday 12 January, 2023** at the Public Complaints Commission's premises at **No. 25, Aguiyi Ironsi Street Maitama, Abuja**.

#### **(6) GENERAL INFORMATION**

- (i) All Eoi must be in English language and signed by authorised persons.
- (ii) A letter of authorisation must be written and signed by one of the Company's Directors. The forwarding letter must include name and signature of the authorised person.
- (iii) No Company, Service Provider/Consultant is allowed to bid for more than two (2) Lots;
- (iv) Unsigned EOI by the authorised Officer of the Company would be disqualified. All EOIs should be paginated and signed.
- (v) Submission of EOI is not a guarantee for the award of contract;

- (vi) Only shortlisted firms will be invited at a later date for collection of Request for Proposals (RfP);
- (vii) The Commission will verify any or all claims made by the bidders and shall disqualify any Company whose claim(s) is/are found to be false.
- (viii) The Commission shall report any bidder that is found to have submitted fake documents to the relevant agencies for prosecution.
- (ix) Nothing in this advertisement shall be constructed to be a commitment on the part of the Commission to undertake the project or entitled any Company to make claim(s) whatsoever in respect of any expenses incurred in preparing the EOI.
- (x) The EOIs 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 EOI's opening online;;
- (xi) All cost will be borne by the bidders
- (xii) The Public Complaints Commission is not bound to shortlist any bidder and reserves the right to annul the procurement process at any time without incurring liability in accordance with Section 28 of the Public Procurement Act, 2007.

**Signed**

**Management**