



**NIGERIAN
INVESTMENT
PROMOTION
COMMISSION**

NIGERIAN INVESTMENT PROMOTION COMMISSION

Plot 1181 Aguiyi Ironsi Street, Maitama District, Abuja

INVITATION TO TENDER AND EXPRESSION OF INTEREST (EOI)

1.0 INTRODUCTION

The Nigerian Investment Promotion Commission (NIPC) is a Federal Government parastatal with the mandate to encourage, promote and coordinate investments into the Nigerian economy.

1.2 In compliance with the provisions of the Public Procurement Act 2007, NIPC hereby invites interested, competent and reputable Suppliers, Contractors and Consultants with relevant experience to submit bids for the following lots:

2.0 SCOPE: SUPPLIES/WORKS/SERVICES

CATEGORY A: SUPPLIES/GOODS

LOT NO	PROJECT TITLE
1	SUPPLY OF STORE STATIONERIES
2	SUPPLY OF PRINTING MATERIALS
3	SUPPLY OF COMPUTER CONSUMABLES
4	SUPPLY OF DESKTOP COMPUTERS AND UPS
5	SUPPLY OF COMPUTER PRINTERS
6	SUPPLY OF SCANNERS
7	SUPPLY OF MICROSOFT OFFICE 2019
8	SUPPLY AND INSTALLATION OF IT INFRASTRUCTURE FOR E-GOVERNMENT
9	SUPPLY OF OFFICE FURNITURE

CATEGORY B: WORKS

LOT NO	PROJECT TITLE
1	ROOFWORK AT NIPC HEAD OFFICE COMPLEX
2	RENOVATION OF NIPC STAFF CANTEEN
3	REMODELLING OF OSIC FIRST AND SECOND FLOORS

CATEGORY C: CONSULTANCY SERVICES

LOT NO	PROJECT TITLE
1	ENGAGEMENT OF A DATA PROTECTION COMPLIANCE ORGANISATION

3.0 ELIGIBILITY REQUIREMENTS

- i. Evidence of company's registration with the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC 7;
- ii. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years (2017, 2018 & 2019 expiring December 2020);
- iii. Evidence of current Pension Compliance Certificate valid till 31st December, 2020;
- iv. Evidence of Certificate of compliance with Industrial Training Fund (ITF) valid till 31st December, 2020;
- v. Evidence of Certificate of compliance with Nigeria Social Insurance Trust Fund (NSITF) valid till 31st December, 2020;
- vi. Evidence of registration on the National database of Federal Contractors, Consultant and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st December, 2020 or valid Certificate issued by BPP;
- vii. Sworn affidavit:
 - disclosing whether or not any officer of the relevant Committees of the The Nigerian Investment Promotion Commission or Bureau 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 of the Company 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 bankrupt, in receivership, or under liquidation or involved in any litigation which can potentially affect the company's ability to discharge their responsibility if engaged;
- viii. Financial capability to execute the project by submission of reference letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- ix. Firm/Company's profile with curriculum vitae of key staff to be deployed for the project, including copies of their academic/ professional qualifications;
- x. Verifiable documentary evidence of at least three similar jobs executed including letters of awards, evidence of payment or job completion certificate;
- xi. Lot A4, A7 & C1: Evidence of current registration/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA). Firms interested in Lot C1 must be on the NITDA List of licensed Data Protection Compliance Organisations
- xii. For Supply of Equipment: Letter of Authorization as representative of the Original Equipment Manufacturers (OEMs);
- xiii. 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 names and nationalities of the directors of the company at the bottom of the page, duly signed by the authorised officer of the firm.

4.0 COLLECTION OF TENDER DOCUMENTS (GOODS & WORKS)

Interested bidders are to make a non-refundable tender fee (online payment) of ₦10,000.000 per Lot through REMITA to Nigerian Investment Promotion Commission and there after pickup bid documents from NIPC Head Office Block B, ground Floor Room B010) with evidence of payment (receipt).

5.0 SUBMISSION OF TENDER DOCUMENTS (GOODS & WORKS)

Prospective bidders for all categories are to submit two hard (2) copies each of their technical and financial bids with soft copy of financial bid only in MS excel format packaged separately in sealed envelopes and clearly marked "TECHNICAL BID or FINANCIAL BID". Thereafter put the two sealed envelopes together in a bigger sealed envelope indicating what they are bidding for and addressed to;

HEAD OF PROCUREMENT
Nigerian Investment Promotion Commission (NIPC)
Plot 1181 Aguiyi Ironsi Street
Maitama District,
PMB 381, Garki- Abuja.

On the reverse side, ensure to put the Company name and address.

DEADLINE: 12:00 Noon on Monday 9th November, 2020

Submission will be made at the Commission Main reception (Ground Floor NIPC Head office). Please ensure that you sign the submission register indicating Company Name, representative contact details (phone No and email) and Tender Document Payment receipt Number.

6.0 SUBMISSION OF EXPRESSION OF INTEREST DOCUMENTS (CONSULTANCY SERVICES)

Interested firms are to submit two (2) bound copies of Expression of Interest (EoI) documents separated by dividers and arranged as indicated above. The document should be submitted in a sealed envelope and addressed to;

HEAD OF PROCUREMENT
Nigerian Investment Promotion Commission (NIPC)
Plot 1181 Aguiyi Ironsi Street
Maitama District,
PMB 381, Garki- Abuja.

On the reverse side, ensure to put the Company name and address.

DEADLINE: 12:00 Noon on Monday 12th October, 2020

Submission will be made at the Commission Main reception (Ground Floor NIPC Head office). Please ensure that you sign the submission register indicating Company Name, representative contact details (phone No and email) and Tender Document Payment receipt Number.

7.0 OPENING OF EOI AND TECHNICAL BIDS

The EoI and the Technical bids will be opened immediately after the deadline for submission at **12:00 Noon on Monday 12th October, 2020 and 12:00 Noon on Monday 9th November, 2020** respectively, at NIPC's conference room (3rd floor Blook A) while the financial bids will be kept unopened. Please ensure that you sign the opening register indicating Company Name, representative contact details (phone No and email).

NIPC will not be liable for mislabelled submissions or wrongly submitted bids. For further enquiries please contact the Head, Procurement through email: Debbie.dibal@nipc.gov.ng.

8.0 GENERAL INFORMATION

- i. Bids must be in English Language signed by an official authorised by the bidder;
- ii. Bids submitted after the deadline for submission would be returned un-opened;
- iii. Bidders should not bid for more than two (2) lots.
- iv. Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording with the presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency;
- v. Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- vi. Goods & Works: Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened.
- vii. Services: Only shortlisted firm will be invited at a later date for collection of Request for Proposals;
- viii. NIPC reserve the right to reject any bid that does not conform to directives and accompanying documents.
- ix. NIPC is not bound to pre-qualify/shortlist any bidder and reserves the right to annul the procurement process at any time without incurring any liabilities with in accordance with Section 28 of the Public Procurement Act 2007.

Signed
Executive Secretary/CEO
Nigerian Investment Promotion Commission