



Nigerian Investment Promotion Commission

EXPRESSION OF INTEREST

1.0 INTRODUCTION

Nigerian Investment Promotion Commission (NIPC) in compliance with the provisions of the Public Procurement Act 2007 hereby invites Expressions of Interest from qualified and professional Travel Agents to be appointed as NIPC official Travel Agents.

2.0 GENERAL ELIGIBILITY CRITERIA

- i. Evidence of company's registration with the Corporate Affairs Commission.
- ii. Company's current Tax Clearance Certificate.
- iii. Evidence of Company's VAT Registration and Tax Identification Number (TIN).
- iv. Evidence of IATA Licence
- v. Evidence of NANTA Membership

Note:

- In considering the engagement of Travel Agents, the Commission will give preference to Agents that are able to give discounts on the Commission's travel turnover.
- The Commission may engage up to three Travel Agents.

3.0 SUBMISSION AND OPENING OF TENDERS

Original and two (2) copies of the Company Profile and Expression of Interest are to be submitted in the same envelope. The envelope shall:

- a) Be sealed and boldly marked (on the TOP left hand corner) with "Expression of Interest for the engagement of Travel Agents"
- b) bear the name and address of the bidder;
- c) be addressed to the Client at the address specified;
- d) bear the name of the Project; and
- e) bear a statement "**DO NOT OPEN BEFORE 28th February, 2019**".

3.1 The Envelope is to be dropped in the Tenders Box at the Front Desk of the Commission's Main reception, Ground Floor, NIPC, Plot 1181 Aguiyi Ironsi Street, Maitama, Abuja. This should be not later than 12.00 noon on 28th February, 2019. The opening of Tenders Box shall take place immediately after the deadline in the presence of bidders' representatives and members of Civil Society Organisations.

4.0 OPENING OF DOCUMENTS

All quotations shall be opened immediately after the deadline for submission in MSME Board Room Block B 2nd Floor, NIPC Maitama, Abuja in the presence of Bidders/representatives and members of Civil Society Organisations.

Please, ensure that you sign the Bid Submission Register at the Front Desk Main reception, Ground Floor, NIPC Maitama, Abuja as the NIPC will not be held liable for misplaced or wrongly submitted documents. For further enquiries, please contact NIPC Procurement at procurement@nipc.gov.ng

5.0 Please NOTE :

Any document submitted after the 12.00 noon deadline of 28th February, 2019 will not be accepted.

- i. All CAC, VAT and Tax Clearance Certificates submitted shall be referred to, Corporate Affairs Commission and Federal Inland Revenue Service (FIRS) for authentication.
- ii. This invitation shall not be construed to be a commitment or obligation on the part of NIPC for award of any form of contract to any respondent nor shall it entitle any Company/Firm submitting documents to claim any indemnity from the Commission.
- iii. The Commission also reserves the right to invoke the provisions of Section 28 of the 2007 Public Procurement Act without incurring any liability to the bidder.
- iv. Bidders are expected to adhere strictly to **ALL** instructions as non-compliance may constitute grounds for dis-qualification.

Signed

Head Procurement