



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 Government Agency 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, reputable, suppliers, contractors and consultants with relevant experience to submit bids for the following lots:

2.0 SCOPE: SUPPLIES/GOODS

LOT NO	PROJECT TITLE
1	SUPPLY AND INSTALLATION OF ICT EQUIPMENT TO SUPPORT SINGLE WINDOW INVESTOR'S PORTAL.
2	SUPPLY AND INSTALLATION OF SOFTWARE FOR CONTACT HELPDESK
3	SUPPLY AND INSTALLATION OF SOFTWARE FOR CENTRALISED DOCUMENT MANAGEMENT SYSTEM
4	SUPPLY AND INSTALLATION OF COMPLETE COMPUTER SETS, INCLUDING UPS
5	SUPPLY OF COMPUTER CONSUMABLES
6	SUPPLY OF STORE STATIONERIES

2.1 SCOPE: EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES

LOT NO	PROJECT TITLE
1	ENGAGEMENT OF CONSULTANTS TO STUDY THE IMPACT OF PIONEER STATUS INCENTIVES ON NIGERIAN ECONOMY
2	ENGAGEMENT OF CONSULTANTS TO STUDY THE IMPACT OF INVESTMENT ON THE NIGERIAN ECONOMY

3.0 ELIGIBILITY REQUIREMENTS

Interested companies should submit bound bid documents duly signed, paginated, separated by dividers and arranged in the order outlined hereunder

- i. Evidence of company's registration with the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC 7. Business Name is also acceptable for Services;
- ii. Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the last three (3) years (2018, 2019 & 2020) expiring on 31st December 2021;
- iii. Evidence of Pension Clearance Certificate valid till 31st December, 2021;
- iv. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2021;
- v. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2021;
- vi. Evidence of Interim Registration Report (IRR) expiring on 31st December, 2021 or valid Certificate issued by BPP;

- vii. Reference letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- viii. Sworn affidavit:
 - disclosing whether or not any officer of the relevant Committees of the procurement entity 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;
 - 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;
- 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 (3) similar jobs executed including letters of awards, evidence of payment or job completion certificate;
- xi. Firm/Company's registration with National Information Technology Development Agency (NITDA) for Lots 1-4
- xii. All documents for submission must be transmitted with a covering/forwarding letter under the Company/Firm's letter head bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), contact address, telephone number (preferably mobile number.) and e-mail address. The letter head must bear names and nationalities of the directors of the company at the bottom of the page and duly signed by an authorised officer of the firm.

4.0 COLLECTION OF TENDER DOCUMENTS (GOODS)

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 thereafter pick up bid documents from NIPC Head Office Block B, Room B010) with evidence of payment (receipt).

5.0 SUBMISSION OF TENDER DOCUMENTS (GOODS)

Prospective bidders for all categories are to submit two (2) hard 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;

**Executive Secretary/CEO
Nigerian Investment Promotion Commission (NIPC)
Plot 1181 Aguiyi Ironsi Street
Maitama District,
Abuja.**

Please indicate on the reverse side the Company's name and address. Submission should be made at the Commission's Main Reception (Ground Floor, NIPC Head Office) on or before **12:00 Noon on Monday, 2nd August, 2021.**

Please ensure that you sign the submission register.

6.0 SUBMISSION OF EXPRESSION OF INTEREST DOCUMENTS (CONSULTANCY SERVICES)

6.1 Interested firms are to submit two (2) bound copies of Expression of Interest (EoI). The document should be submitted in a sealed envelope and addressed to;

**Executive Secretary/CEO
Nigerian Investment Promotion Commission (NIPC)**

**Plot 1181 Aguiyi Ironsi Street
Maitama District,
Abuja.**

Please indicate on the reverse side the Company name and address.

6.2 Submission should be made at the Commission's Main Reception (Ground Floor, NIPC Head Office) on or before **12:00 Noon on Monday, 5th July, 2021.**

Please ensure that you sign the submission register.

7.0 OPENING OF EOI AND TECHNICAL BIDS

7.1 The EoI will be opened immediately after the deadline for submission at **12:00 Noon Monday, 5th July, 2021**, at NIPC's Conference Room (3rd floor Block A).

7.2. The Technical Bids will be opened immediately after the deadline for submission at **12:00 Noon Monday, 2nd August, 2021**, at NIPC's Conference Room (3rd floor Block A), while the financial bids will be kept un-opened.

Please ensure that you sign the opening register indicating Company Name, representative contact details (phone number and email).

NIPC will not be liable for mislabelled submissions or wrongly submitted bids.

For further enquiries please contact the Head, Procurement by 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 (link will be sent to bidders) 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: 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 firms will be invited at a later date for collection of Request for Proposals;
- viii. NIPC reserves 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 cancel the procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

Signed
Executive Secretary/CEO
Nigerian Investment Promotion Commission