



NIGERIAN ELECTRICITY REGULATORY COMMISSION

Plot no. 1387, Cadastral Zone, A00, Central Business District, Abuja

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REQUEST FOR EXPRESSION OF INTEREST FOR THE PRODUCTION OF JINGLES ON METER ASSET PROVIDER REGULATIONS BY THE COMMISSION

1.0 INTRODUCTION

The Nigerian Electricity Regulatory Commission (NERC) approved the Regulation on Meter Assets provider with the objective to scale up the rate of metering by the electricity distribution companies thereby reducing incidence of estimated billings as well as guarantee revenue in Nigerian Electricity Supply Industry (NESI). Therefore, there is the need for the Commission to produce jingles and broadcast of same for the purpose of creating awareness about the regulation among critical stakeholders in NESI.

2.0 SCOPE OF SERVICE

To produce radio and television jingles explaining the objectives and content of the Meter Assets Provider Regulation for broadcast on electronic media for the purpose of creating awareness of the regulation and also to ensure that electricity consumers and industry operators alike take advantage of the regulation.

3.0 ELIGIBILITY REQUIREMENTS

Interested and reputable firms are required to submit the following alongside the technical and Financial proposals. The documents should be duly signed, paginated, separated by dividers and arranged in the order outlined hereunder:

- a) Evidence of Certificate of Incorporation with Corporate Affairs Commission (CAC) including **CAC 2** and **CAC 7**;
- b) Evidence of firm's Tax Clearance Certificates for the last three (3) years valid till 31st December, 2018;
- c) Evidence of current Pension Compliance Certificate valid till 31st December, 2018;
- d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December 2018;

- e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st Dec. 2018;
- f) Evidence of up-to-date registration on the Database of Federal Contractors, Consultants and Service providers by submission of current Interim Registration Report (IRR) expiring on 1/1/2019 or valid Certificate issued by Bureau of Public Procurement (BPP);
- g) Evidence of firm's registration with Advertising Practitioners Council of Nigeria (APCON)
- h) A Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Nigerian Electricity Regulatory Commission or the Bureau of Public Procurement 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 company is not in receivership or about to be in receivership or not a replacement for a hitherto tax defaulting company.
- i) Company's Audited Accounts for the last three years (**2015, 2016 and 2017**);
- j) Evidence of financial capability to execute the project including Reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;
- k) Company profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- l) Verifiable documentary evidence of at least three (3) similar jobs executed in the last ten (10) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- m) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (**all the eligibility requirements are compulsory for each JV partner and foreign partners must meet requirements of their domiciled country**);
- n) 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 Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by authorized officer of the firm.

4.0 SUBMISSION OF EOI DOCUMENTS

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

**The Chairman,
Nigerian Electricity Regulatory Commission,
Plot No. 1387, Cadastral Zone, A00
Central Business District
Abuja.**

Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and dropped in the designated Tender Box located at the Commission's Registry on the **Ground floor** not later than **10:00am on Thursday, 7th March, 2019**. **A duly signed document should be arranged in the order listed above and paginated before submission.**

5.0 OPENING OF EOI DOCUMENTS

The Expression of Interest (EOI) documents will be opened immediately after the deadline for submission by **10:00am on Thursday, 7th March, 2019** in the **Commission's hearing Room Wing B, 4th floor, Plot No. 1387, Cadastral Zone, A00, Central Business District, Abuja** in the presence of bidders or their representatives. Please ensure that you sign the Bid Submission Register in the Commission's Registry on the **Ground floor**, as the Nigerian Electricity Regulatory Commission will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact **Head (Procurement)** via e-mail maryam.abubakar@nerc.gov.ng and copy the project officer on baba.mohammed@nerc.gov.ng.

6.0 GENERAL INFORMATION

- a. Eoi must be in English language and signed by an official authorized by the bidder;
- b. Eoi submitted after the deadline for submission would be returned un-opened;
- c. All costs will be borne by the bidders
- d. All short-listed firms will be contacted at a later date and issued Request for Proposals (RFPs).
- e. The Commission is not bound to shortlist any consultant and reserves the right to annul the selection process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act, 2007.
- f. Late Submissions will be rejected.
- g. This invitation to bid shall not be construed as a commitment on the part of Commission to award any contract nor shall it entitle the bidder make any claims whatsoever and/or seek any indemnity from Commission by virtue of having responded to this advert.
- h. All enquiries (**not submissions**) should be directed to **Head (Procurement Unit), NERC Wing A, 4th Floor, Plot no. 1387, Cadastral Zone, A00, Central Business District, Abuja. Tel: 09-4621409.**

SIGNED

Chairman

Nigerian Electricity Regulatory Commission