



NIGERIAN ELECTRICITY REGULATORY COMMISSION

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INVITATION TO TENDER

INTRODUCTION

The Nigerian Electricity Regulatory Commission (NERC) was established by the EPSR Act, 2005 to create, promote, and preserve efficient industry and market structures and to ensure the optimal utilization of resources for the provision of electricity services in Nigeria.

1.0 Background

The Commission owns and operates four York Heating, Ventilation & Air Conditioning (HVAC) systems located within its Headquarters building. The purpose of this scope of work is to enable the maintenance, upgrade, alteration and/or repair of the HVAC system. Maintaining these systems is critical to the continued conducive operations within the Headquarter building. The Commission forecasts the need to have a maintenance company who will handle current and future work requirements. They are to equally anticipate when the need arises for the HVAC to undergo scheduled maintenance. Additionally, certain circumstances may arise that require emergency or short notice work to be performed.

2.0 SCOPE OF WORK/SUPPLY

The following description, while not intended to cover all details, outlines the major scope of work. Work performed may include the service, repair, removal and/or installation of existing mechanical systems and equipment:

A. Equipment/Parts and components:

- a. Hydronic Systems -chillers, boilers, cooling towers, pumps, zone valves.
- b. Air Systems -packaged heating/cooling units, exhaust fans, refrigerant systems, radiant heaters, unit heaters, air handlers, humidifiers, VAV boxes, dampers.
- c. Refrigerant Systems -CRAC units, split systems.

- d. Controls –low voltage controls, line voltage controls, pneumatic controls, DDC controls
- e. Packaged roof top units
- f. Circulating Pumps
- g. Valves (regulating, hand, float)
- h. Electric Motors and Starters
- i. Coils (heating, cooling)
- j. Belt Drives
- k. Air handling units
- l. Compressors
- m. Condensers (air cooled, water cooled)
- n. Chillers
- o. Fans (exhaust, supply)
- p. Controls and safety devices

B. Services required

Work may include electrical and electronic components such as motors, refrigeration, compressors, pumps, fans, furnace, ducts, pipes, belts, thermostats and switches. All parts, components and related devices for mechanical systems that are worn or not in proper operational condition shall be repaired/ replaced with new parts, components, and devices.

All miscellaneous parts, components, and related items necessary to perform the work such as, but not limited to, gaskets, filters, belts, valve packing, lubricants, tools, paints, refrigerants, test instruments, meters, etc., shall be supplied by the maintenance company and included in the costs.

Work shall also include maintenance of filter rack and disposal of used filters.

Tasks, Deliverables & Schedule

Tasks:

Tasks will be placed into one of two categories:

- Regularly scheduled maintenance (Preventative Maintenance)
- Unscheduled Work/emergency work.

B1 Preventive Maintenance:

Includes clean, align, calibrate, tighten, adjust, lubricate and paint equipment. These activities are intended to extend equipment life and assure proper:

- a. Cleaning coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes, etc. at least once each calendar quarter.
- b. Aligning belt drives; drive couplings; air fins, etc.

- c. Calibrating safety controls; temperature and pressure controls, etc.
- d. Tightening electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections, etc.
- e. Adjusting belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close off; sump floats, etc.
- f. Lubricating motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.
- g. Painting, for corrosion control, on an as needed basis.
- h. Water analysis (pre and post maintenance).
- i. Chemical flushing with concentrate/acid.
- j. Bore-hole water flushing.
- k. Air/water balancing
- l. Valve protection as well as pump panel protection
- m. Leak checks
- n. Clean work area and removal of defective parts/debris
- o. Check purge units

B2 Repair and Replacement:

This comprises of the job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) required to repair or remove and replace broken, worn components and or parts. These are all the responsibility of the vendor.

B3 Emergency/Unscheduled Work to be covered

Covered work of an unscheduled nature will be handled as follows:

- If covered repair work is required, vendor shall notify the Commission's representative personnel of planned repairs, including any planned equipment outages, and a schedule for completion of repairs.
- Upon completion of this work, vendor shall provide the Commission with a detailed summary of the work completed.
- If any repairs completed by the vendor include new equipment, which is covered under warranty, a copy of the warranty shall be provided to the Commission within 30 days of installation of covered equipment.

B4 Filter Service:

Air Filtration System: Pre-filters, frame filters, and fan coil filters.

- a. Filter frames shall be of the reusable type and shall be of a permanent rigid construction that shall permit the insertion of media pads, and may also allow the use of optional pads with different efficiencies, if

needed.

- b. Filter frames shall be sized to fill the entire cross section of the units to prevent blow-by and eliminate filter spaces in the system.
- c. The vendor shall provide, install, and regularly change all air filters at a frequency agreed upon with the HR & Admin Unit
- d. Filter change outs shall be performed monthly unless a lesser frequency is deemed acceptable by the HR & Admin Unit due to limited change in a filters condition.
- d. Filters shall be pleated as manufactured by Quality Filters, Inc., Model EQP40 or the Commissions approved equal. Area and thickness dimensions shall match existing filters.

C. Deliverables:

- The vendor shall provide all deliverables required as part of each specific project scope as provided by the Commission.
- They will also provide a full coverage preventive maintenance program for servicing all equipment and associated components related to the HVAC system.
- The vendor shall furnish all necessary labor, tools, equipment, and supplies to perform the required work within the Headquarter building.

3.0 BID PREPARATION GUIDELINES

Interested bidders are requested to prepare both technical and financial bids. Technical bids shall include the under listed eligibility criteria:

1. Certificate of registration with Corporate Affairs Commission (CAC) including CAC 2 and CAC 7.
2. Copies of Tax Clearance Certificates for the last three (3) years (2016, 2017, and 2018) expiring 31st December 2019.
3. Evidence of Current Pension Clearance Certificate from National Pension Commission (PENCOM).
4. Evidence of Current Compliance Certificate with the Industrial Training Fund (ITF) Amendment Act 2011.
5. Evidence of Current Employees' Compensation Act, 2010 Compliance Certificate from the Nigeria Social Insurance Trust Fund (NSITF).
6. Evidence of registration with the Bureau of Public Procurement (BPP's) National Data Base of Federal Contractors, Consultants and Service providers by inclusion of Interim Registration Report (IRR).

7. 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. The affidavit shall also show that the company is **Not** in receivership, subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings. Also ensures that none of its Director has been convicted in any Country for criminal offences relating to fraud or financial impropriety misrepresentation or falsification of facts relating to any matter.
8. Company audited statements of account for the past three years duly stamped by a registered auditor (2016, 2017 and 2018).
9. Evidence of financial capability to execute the project by submission of reference letter from a reputable commercial bank indicating willingness to fund the project.
10. Company profile with duly signed curriculum vitae of key staff to be deployed for the project, including copies of their academic/professional qualifications.
11. Verifiable evidence (**award letters, contracts/agreements, completion certificates etc**) of **three (3)** similar completed projects of the same nature during the past **five (5) years** including letters of award, valuation, certificates, job completion certificates and photographs of the project where applicable.

All documents for submission must be transmitted with a covering/forwarding letter on the company letterhead.

Financial bids shall contain:

- a. Your quotation for the work shall contain the detail description of the work, unit prices and the total prices.

4.0 BID SUBMISSION GUIDELINES

Prospective bidders are to submit two (2) hard copies each, of the technical and financial bids packaged separately in sealed envelopes and clearly marked as "Technical Bid" and "Financial Bid". Thereafter, the two sealed envelopes should be placed together in a bigger sealed envelope addressed to:

The Chairman, Nigerian Electricity Regulatory Commission, Plot 1387, Cadastral Zone, A00, CBD, Abuja and clearly marked "**Bid for the servicing of Heating, Ventilation & Air Conditioning of NERC Chillers**".

Furthermore, the reverse side of each sealed envelope should have the name and address of the bidder. The envelope should be dropped in the designated Tender Box ***located at the Registry, Wing A, Ground Floor, Nigerian Electricity Regulatory Commission, Plot 1387, Cadastral Zone, A00, CBD, Abuja, NOT LATER THAN 12 noon on Tuesday, 12th November 2019.***

5.0 BID OPENING

The **Technical bids** will be opened immediately after the deadline for bid submission on **Tuesday, 12th November 2019** in the presence of bidders or their representatives, while the Financial Bids will be kept un-opened. Please, ensure that you sign the bid submission register ***at the Registry, Wing A, Ground Floor.*** The Commission will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the aminu.oguta@nerc.gov.ng and cc: baba.mohammed@nerc.gov.ng .

6.0 GENERAL INFORMATION

- a. Bids must be in English Language and signed by an official authorized by the bidder;
- b. Bids submitted after the deadline for submission would be returned unopened;
- e. All costs will be borne by the bidders;
- f. All technically responsive bidders will be contacted at a later date for financial bid opening, while financial bids of un-successful bidders will be returned un-opened;
- g. The Nigerian Electricity Regulatory Commission is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

Signed:
Management