



NIGERIAN ELECTRICITY REGULATORY COMMISSION

REQUEST FOR QUOTATION FOR THE PROVISION OF LICENSE RENEWAL/UPGRADE OF MICROSOFT EXCHANGE ONLINE SERVICE

The Nigerian Electricity Regulatory Commission (NERC) is seeking bids for the provision of license subscription for its Microsoft Exchange online service. For this purpose, please see the scope of services to be procured and provide your best offer. Your submission should be made not later than **12:00 noon on or before June 11, 2020** to the Procurement Unit.

SCOPE OF SERVICE

In view of the present need for minimal physical interaction while ensuring effective and efficient work processes and enhancing collaboration in the workplace, the Commission has identified the need for upgrading its current exchange online service (Plan 1) to Microsoft 365 Business Basic to include the services of Microsoft Teams and SharePoint Online for 170 users.

Please note that Microsoft is presently running a promotional offer for M365 Business basic for a discount of six (6) months for any annual subscription i.e. pay for 6 months and you enjoy the services for 12 months and you are encouraged to take advantage of the offer.

You are also requested to include the following under listed copies of the eligibility requirements alongside your quotation:

1. Copy of certificate of incorporation with Corporate Affairs Commission (CAC) including **CAC 2** and **CAC 7**;
2. Copy of firm's tax clearance certificates for the last three (3) years valid till 31st December, 2020;
3. Copy of current pension compliance certificate valid till 31st December, 2020 where applicable;

4. Copy of current Industrial Training Fund (ITF) compliance certificate valid till 31st December 2020;
5. Copy of current Nigeria Social Insurance Trust Fund (NSITF) compliance certificate valid till 31st December 2020;
6. Copy of valid Interim Registration Report (IRR) certificate issued by Bureau of Public Procurement (BPP);
7. Company's audited accounts for the last three years (**2017, 2018 and 2019**);
8. Reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;
9. Company profile with duly signed curriculum vitae of key staff to be deployed for the project, including copies of their academic/professional;
10. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years (both completed and ongoing) including letters of award, valuation certificates, job completion certificates and photographs of the projects where applicable;
11. Evidence of partnership status with Microsoft as authorized license reseller.

Your quotation shall clearly indicate the total price inclusive of 7.5% VAT and delivery period. The lowest evaluated responsive bidder will emerge winner. Please note that your quotation shall remain valid for **30 days** from the date of submission deadline.

Thank you.

Maryam Yaya Abubakar
Head (Procurement)