



NIGERIAN ELECTRICITY REGULATORY COMMISSION

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

P.M.B 136, Garki – Abuja Tel: +234-094621400, 094621410

Website: www.nerc.gov.ng e-mail: info@nerc.gov.ng

INVITATION TO TENDER

1.0 INTRODUCTION

The Nigerian Electricity Regulatory Commission (NERC) was established by the ESPR 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.

The Commission hereby invites suitably qualified companies to submit tenders for the under listed projects under the 2021 financial year:

2.0 SCOPE OF SUPPLY & SERVICES

LOT NO.	PROJECT DESCRIPTION	SCOPE OF SUPPLY & SERVICES TO BE RENDERED	SPECIFIC REQUIREMENTS
LOT 1	PROCUREMENT, INSTALLATION, COMMISSIONING & MAINTENANCE OF CEILING CASSETTE AIR CONDITIONER UNITS	The objective of the project is the supply, installation, commissioning & four (4) years maintenance of 22 units of 4HP & 5HP variable refrigerant volume (VRV)/variable refrigerant flow (VRF) ceiling cassette air conditioning units.	Firms must be authorized representatives of Original Equipment Manufacturers
LOT 2	PROCUREMENT OF LAPTOPS	Supply of 45 Lenovo or equivalent business grade laptops	Firms must be authorized partners/representatives of Original Equipment Manufacturers

3.0 ELIGIBILITY REQUIREMENTS

Interested and reputable firms should submit two (2) bound copies of Tender documents duly signed, paginated, separated by dividers and arranged in the order outlined hereunder:

- Copy of certificate of incorporation with Corporate Affairs Commission (CAC) including **CAC 2** and **CAC 7**. Business name, where applicable, is acceptable for consultancy and non-consultancy services;
- Copy of firm's Tax Clearance Certificates (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the last three (3) years valid till 31st December, 2021;
- Copy of current Pension Clearance Certificate valid till 31st December, 2021 (where applicable);
- Copy of current Industrial Training Fund (ITF) compliance certificate valid till 31st December 2021;
- Copy of current Nigeria Social Insurance Trust Fund (NSITF) Clearance certificate valid till 31st December 2021;
- Copy of valid Interim Registration Report (IRR) expiring on 31st December, 2021 or valid certificate issued by Bureau of Public Procurement (BPP);
- Copy of firm's current registration with relevant regulatory professional body(ies);
- For Lot 1** (supply of ceiling cassette air conditioners), bidders are to submit evidence of Manufacturers Authorisation from an Original Equipment Manufacturer (OEM);
- For Lot 2 (supply of laptops)**, bidders are to submit evidence of Manufacturers Authorisation or equivalent from an Original Equipment Manufacturer (OEM) and;
- Evidence of current registration/accreditation with Computer Professionals Registration Council of Nigeria (CPN) and National Information Technology Development Agency (NITDA).
- 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;
 - that the company is not subject to any form of insolvency or bankruptcy proceedings or the subject of any winding down petitions or proceedings;
 - Not have any Director who has been convicted in any country for criminal offences relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter.
- Company's audited accounts for the last three years (**2018, 2019 and 2020**);
- Reference Letter from a reputable commercial bank, where necessary indicating willingness to provide credit facility for the execution of the project;
- Company's profile with duly signed curriculum vitae of key staff to be deployed for the project, including copies of their academic/professional qualifications such as COREN, QSRBN, ARCON, CORBON, ICAN, ANAN, etc.);
- List of adequate personnel to perform the obligations of the procurement contract;
- 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;
- Names of the Board of Directors of the company;
- List of plants/equipment with proof of ownership/lease where applicable;
- For joint venture/partnership, a memorandum of understanding (MoU) should be provided (**CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR and Sworn Affidavit are compulsory for each JV partner**);
- All documents for submission must be transmitted with a covering/forwarding letter on the company/firm's letterhead 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 COLLECTION OF TENDER DOCUMENTS

From the date of this publication, interested companies are to collect the bidding documents from the Procurement unit on the 4th Floor, Wing A of the Nigerian Electricity Regulatory Commission on evidence of payment of non-refundable fee of N10,000.00 *per Lot*, paid into the Nigerian Electricity Regulatory Commission's Remita account at any reputable commercial bank in Nigeria.

5.0 SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". The two envelopes should be placed in a sealed envelope and addressed as follows:

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

Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder. The envelopes should be dropped in the designated Tender Box located at the Commission's Registry on the **Ground floor** not later than **12:00 noon Wednesday July 21, 2021**.

6.0 OPENING OF TECHNICAL BIDS

Only technical bids will be opened immediately after the deadlines for submission at **12:00 noon Wednesday July 21, 2021, respectively**, in the **Commission's hearing Room Wing B, 4th floor, Plot No. 1387, Cadastral Zone, A00, Central Business District, Abuja** while the financial bids will be kept un-opened. Please ensure that you sign the Bid/EOI 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 the **"the Head (Procurement)"** on e-mail maryam.abubakar@nerc.gov.ng and copy the project officer on ahmed.ndanusa@nerc.gov.ng.

7.0 GENERAL INFORMATION

- Bids must be in English Language and signed by an official authorised by the bidder;
- Bids submitted after the deadline for submission would be returned un-opened;
- Bidders should not bid for more than two (2) LOTS;
- All costs will be borne by the bidders;
- 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;
- Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- Lots 1 & 2: 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
- The Commission is not bound to pre-qualify any bidder 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.

SIGNED
Chairman
Nigerian Electricity Regulatory Commission