



NIGERIAN ELECTRICITY REGULATORY COMMISSION

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

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INVITATION TO TENDER FOR THE SUPPLY OF LAPTOPS

1.0 INTRODUCTION

The Nigerian Electricity Regulatory Commission (NERC) was established by the ESPR Act, 2005 to create, promote and preserve efficient and market structures and to ensure the optimal utilisation of resources for the provision of electricity services in Nigeria. NERC wishes to invite competent and reputable Companies with proven experience and capability to tender for the supply of Laptops.

2.0 SCOPE OF SUPPLY

The scope of supply for this project is the procurement of Laptops for the Commission (full details of the specifications are contained in the bid document).

3.0 ELIGIBILITY REQUIREMENTS

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

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC7;
- b. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2022; with minimum average annual turnover of N50 million;
- c. Evidence of Pension Clearance Certificate valid till 31st December, 2022 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2022 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2022;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2022 or valid Certificate issued by BPP.
- g. 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;
 - that no Director 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 in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;
- h. Evidence of current registration/accreditation with Computer Professionals Registration Council of Nigeria (CPN) and National Information Technology Development Agency (NITDA);
- i. For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- j. Company's Audited Accounts for the last three (3) years - 2019, 2020 & 2021, duly acknowledged by the Federal Inland Revenue Service (FIRS);
- k. Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- l. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- m. Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- n. For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner)

- o. 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 the authorised officer of the firm.

4.0 COLLECTION OF TENDER DOCUMENTS

Interested Companies are to collect the Standard Bidding Documents (SBD) from the Procurement Unit on 4th Floor, Wing A upon showing evidence of payment of a non-refundable tender fee of NGN10,000.00 paid into the Nigerian Electricity Regulatory Commission's Remita Account (023100400100), through any reputable Commercial Bank of your choice in Nigeria.

5.0 SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit two (2) bound copies each of the technical and financial bids, with a soft copy of financial bids only in MS Excel format, packaged separately in sealed envelope and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, enclose the two sealed envelopes together in a bigger sealed envelope using the address stated below and clearly marked "Supply of Laptops". Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and should be dropped in the designated Tender Box located at the Commission's Registry Unit on the Ground floor, Wing A not later than **12:00 noon on Tuesday, February 21, 2023**.

The envelopes should be addressed as follows:

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

6.0 OPENING OF TECHNICAL BIDS

Only the technical bids will be opened immediately after the deadline for submission at **12:00 noon on Tuesday, February 21, 2023 in the Commission's Hearing Room Wing B, 4th floor, Plot No. 1387, Cadastral Zone, A00, Central Business District, Abuja, in the presence of Observers, Bidders or their representatives, while the financial bids will be kept up-opened**. Please ensure that you sign the Bid Submission Register in the Commission's Registry Unit on the **Ground floor, Wing A**, as the Nigerian Electricity Regulatory Commission will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the "**General Manager (Procurement)**" on e-mail maryam.abubakar@nerc.gov.ng and copy iniobong.umoru@nerc.gov.ng

7.0 GENERAL INFORMATION

- a. Bids must be in English Language and signed by an official authorised by the bidder;
- b. Bid submitted after the deadline for submission would be returned un-opened;
- c. All costs will be borne by the bidders;
- d. Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services) but the Commission would not be liable for delivery at wrong address;
- e. 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;
- f. 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