



NIGERIAN ELECTRICITY REGULATORY COMMISSION

Plot 1387, Cadastral Zone A00, Central Business District, Abuja

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REQUEST FOR EXPRESSION OF INTEREST

1.0 INTRODUCTION

The Nigerian Electricity Regulatory Commission (NERC) was established to create, promote and preserve efficient industry and market structures, and to ensure the optimal utilisation of resources for the provision of electricity services in Nigeria. Experienced and competent service providers are invited to express interest for the **provision of facility management services at its head office building.**

The NERC head office building is located in the central business district of Abuja. The building has 8 floors and one sub-ground level floor (basement). It consists of office spaces, conference/meeting facilities, library and public space, and other facilities, including 4Nos. 1280kg elevators, emergency management (fire-fighting equipment), HVAC/VRV air-conditioning system, active CCTV monitoring system, 2Nos. 1000kVa backup power, combined water tanks with 100,000 litres capacity, and underground/outdoor car parking facilities. The building has a gross area of 12,200, square meters and is located on a land area of approximately 4,000 square meters, excluding the outdoor car park.

2.0 SCOPE OF SERVICE

The desired service is to provide a range of fully integrated services for the operations, management, and maintenance of the NERC head office building.

3.0 ELIGIBILITY REQUIREMENTS

Suitably qualified firms are invited to submit two (2) bound copies of EoI documents duly signed, paginated, separated by dividers, and arranged in the order outlined hereunder:

- a. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including form CAC1.1 or CAC2 and CAC7;
- b. Copy of Company's income Tax Clearance Certificate (or personal Income Tax Clearance Certificate of all partners in case of Business Name) for the last three (3) years valid till 31st December 2023;

- c. Evidence of Pension Clearance Certificate valid till 31st December 2023 (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 2023 (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. Copy of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December 2023;
- f. Copy of registration on the National Database of Federal Contractors, Consultants, and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st December 2023 or valid certificate issued by Bureau of Public Procurement (BPP);
- g. Sworn Affidavit disclosing:
 - i. 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;
 - ii. that the company is not in receivership or about to be in receivership or not a replacement for a hitherto tax-defaulting company;
 - iii. that the company is not subject to any form of insolvency or bankruptcy proceedings or the subject of any winding down petitions or proceedings;
 - iv. 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.
- h. Company's Audited Accounts for the last three (3) years (2020, 2021 and 2022);
- i. Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- j. Company's profile with Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional Qualifications such as COREN, QSRBN, ARCON, CORBON, etc. There is a particular one for facility managers, lets
- k. 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, contract agreements, job completion certificates, etc.;

- l. Copy of firm's current registration issued by a relevant regulatory professional body such as COREN, ESVARBON, etc.
- m. All documents for submission must be transmitted with a covering/forwarding letter with 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 an authorized officer of the firm.

4.0 SUBMISSION OF EOI DOCUMENTS

Interested firms are to submit two (2) bound copies 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 as follows:

The Chairman
Nigerian Electricity Regulatory Commission
Plot 1387, Cadastral Zone A00
Central Business District, Abuja.

The envelopes should be clearly marked (the name of the project). 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, July 11, 2023.

5.0 OPENING OF EOI DOCUMENTS

The Eoi documents will be opened immediately after the deadline for submission at 12:00 noon on Tuesday, July 11, 2023, in the Commission's Hearing Room Wing B, 4th floor, Plot 1387, Cadastral Zone A00, Central Business District, Abuja. 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 ahmed.ndanusa@nerc.gov.ng.

6.0 GENERAL INFORMATION

- a. EOIs must be in English Language and signed by an official authorised by the bidder;
- b. EOIs submitted after the deadline for submission would be returned un-opened;
- c. All costs will be borne by the bidders;

- d. The EOIs will be opened in the presence of CSOs and Professional bodies and covered by video recording; invitation link will be sent to bidder who chooses to join the EOI opening online;
- e. EOI documents can also be collected in soft copies and Bidders can submit through Post (Courier Services) but the Commission would not be liable to delivering at the wrong address;
- f. Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals;
- g. The Commission is not bound to shortlist any Consultants 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