



NIGERIAN ELECTRICITY REGULATORY COMMISSION

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

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INVITATION TO TENDER FOR GOODS AND WORKS

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 utilisation of resources for the provision of electricity services in Nigeria.

Experienced and competent contractors/suppliers are invited to submit bids for the procurement of various projects under the scope of supply/works itemised below:

2.0 SCOPE OF WORKS/SUPPLY

Invitation to Tender for Goods	
LOT A	Supply of Microsoft Office 2021 (Standard)
LOT B	Supply of Servers and storage
LOT C	Supply of Staff Bus
LOT D	Supply of Project Vehicles
Invitation to Tender for Works	
LOT D	Supply and Installation of Office Equipment for Forum Offices
LOT E	Supply, Installation, and Maintenance of Backup Power for Forum Offices
LOT F	Supply and Installation of Fire Exit Doors

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 CAC1.1 or CAC2 and CAC7;
- b. Evidence of Company's Income Tax Clearance Certificate 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 ₦50m and above);
- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December 2023;
- f. Evidence 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 BPP;
- g. Sworn Affidavit:
 - i. 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;
 - ii. 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;
 - iii. 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;
 - iv. that the company does not have existing loan or financial liability with a bank, other financial institution or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months;
- h. Company's Audited Accounts for the last three (3) years - 2020, 2021 & 2022, duly acknowledged by the Federal Inland Revenue Service (FIRS);
- 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 the 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.;
- k. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates, and Photographs of the projects;

- g. **For Lot A&B (Supply of Microsoft 2021 Software (Standard) & Supply of Servers and storage):** A letter of authorisation as representative of 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);
- h. **For Lot C & D (Supply of Staff Bus & Supply Project Vehicles):** Only companies included in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles or their authorised representatives should bid for the staff bus;
- i. **For Lot E (Supply, Installation & Maintenance of Backup Power for Forum Offices):** A letter of authorisation as representative of an Original Equipment Manufacturer (OEM);
- j. 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);
- k. All documents for submission must be transmitted with a covering/forwarding letter under 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

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 ₦10,000.00 per Lot, paid into the Nigerian Electricity Regulatory Commission's **Remita Account**, through any reputable commercial bank 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 a 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 with **the name of the project and the Lot number**. 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, June 26, 2023**.

The envelopes should be addressed as follows:

The Chairman,
Nigerian Electricity Regulatory Commission,
Plot 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, June 26, 2023, in the Commission's Hearing Room Wing B, 4th floor, Plot 1387, Cadastral Zone A00, Central Business District, Abuja, 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 ahmed.ndanusa@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. The Bids will be opened in the presence of Bidders or their representatives, CSOs and Professional bodies and covered by video recording; invitation link will be sent to bidders who choose to join the bid opening online;
- e. Bid 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 wrong address;
- f. 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;
- g. 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