



NIGERIAN ELECTRICITY MANAGEMENT SERVICES AGENCY (NEMSA)

No. 4, Dar es Salaam Crescent, Wuse II, Abuja.

REQUEST FOR EXPRESSION OF INTEREST (EOI) AND INVITATION TO TENDER (TECHNICAL AND FINANCIAL) FOR THE EXECUTION OF 2019 CAPITAL PROJECTS

1. INTRODUCTION

1.1 Nigerian Electricity Management Services Agency (NEMSA) wishes to undertake the procurement of various Goods, Works and Services under the 2019 Capital Appropriation. In compliance with the Public Procurement Act 2007, the Agency hereby invites experienced and reputable Suppliers/Contractors/Consultant to tender for the procurement and execution of the under-listed projects:

2. SCOPE OF WORKS/SUPPLY/SERVICE:

CATEGORY A

Lot 1. Purchase and Fixing of Office Furniture and Fittings

Lot 2. Purchase of Personal Protective Equipment (PPE) for Engineers

CATEGORY B

Lot 1. Replacement of Roof for Central Stores Oshodi, Lagos

Lot 2. Fencing & Reinforce Section of the Damaged Central Workshop Fence, Ijora Lagos

Lot 3. Renovation of Inspectorate Field Office in Sokoto

CATEGORY C: EXPRESSION OF INTEREST (EOI)

Lot 1. Professional Capacity Building on Government Budgeting, Financial Systems, Modelling and Auditing

3. **ELIGIBILITY REQUIREMENTS- All interested bidders must meet the following eligibility requirements:**

- a. Certificate of Registration with Corporate Affairs Commission (CAC) including Forms CAC 2 and CAC 7;
- b. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years (2016, 2017 & 2018) valid till 31st December, 2019;
- c. Evidence of Current Pension Compliance Certificate (PENCOM) valid till 31st December, 2019;
- d. Evidence of Current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2019;
- e. Evidence of Current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2019;
- 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 January, 2020 or valid Certificate issued by the Bureau of Public Procurement (BPP);
- g. Sworn Affidavit disclosing whether or not any officer of the relevant Committees of the NEMSA or the Bureau of Public Procurement (BPP) 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.
- h. Company's Audited Accounts for the last three (3) years (2016, 2017 & 2018) prepared, duly signed and stamped by an accredited audit firm;
- i. Evidence of Financial Capacity to execute the project by submission of Reference Letter from a reputable Commercial Bank indicating willingness to provide credit facility for the execution of the project when needed;
- j. Company's Profile indicating full company address(es) with telephone numbers and e-mail with the Curriculum Vitae of Key Staff to be deployed for the project including copies of their Academic/Professional qualifications (for example COREN, NIQS, ARCON, SURCON, etc. for projects under Category B);
- 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;
- l. Only Firms Licensed by ICAN, ANAN, CIPFA or ACCA with capacity and experience in training with verifiable valid Certificate of Registration with: Centre for Management Development (CMD) and Financial Reporting Council of Nigeria (FRCN) are eligible to express interest for Category C Lot 1;
- m. For Joint Ventures Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);
- n. All bidding 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 CAC, Contact Address, Telephone Number (GSM), 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 authorized officer of the firm and addressed to the "MD/CEO& CEIF, NEMSA" as in the address below.

4. **COLLECTION OF TENDER DOCUMENTS**

Interested companies are to collect the Standard Bidding Document (SBD) from the **Procurement Department** on presentation of evidence of payment of a non-refundable fee of **₦10,000.00 (Ten Thousand Naira only) per lot**, paid into the Nigerian Electricity Management Services Agency's (NEMSA) Remita Account in any Commercial Bank. Collection of the Bidding Documents is between the hours of 9:00 am and 5:00 pm, Monday to Friday as from **Monday, 29th July, 2019**.

Note: No Payment is required for Category C at the Expression of Interest (Eoi) Stage.

5. SUBMISSION FOR EXPRESSION OF INTEREST (EOI) DOCUMENT

Interested Consultants should submit One (1) Original and Two (2) photocopies of their Expression of Interest (Eoi) enclosed in a sealed envelope boldly marked at the top-right corner “**Eoi for Consultancy Services for Category C Lot 1**” with the name of the firm written at the back of the envelope, addressed to the address in paragraph 6 below and drop in the designated Tender Box at the **Office of the Head Procurement, NEMSA CHQ, No. 4, Dar es Salaam Crescent, Wuse II, Abuja not later than 12:00Noon, on Thursday 15th August, 2019.**

6. SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit completed bid (Technical & Financial) for each lot desired, one (1) original and two (2) copies each of the Technical & Financial bids with soft copy of the financial bid only in MS Excel format, packaged separately in sealed envelopes labeled “**Technical Bid**” and “**Financial Bid**” with the appropriate Project Title and Lot No. Thereafter, put the two sealed envelopes together in a bigger envelope clearly addressed to the MD/CEO & CEIF as shown below with the appropriate Project Title and Lot No. at the top right hand corner. The reverse side of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at the **Office of the Head Procurement, NEMSA CHQ, No. 4, Dar es Salaam Crescent, Wuse II, Abuja not later than 12:00Noon, on Monday 9th September, 2019.**

**Managing Director/CEO & CEIF,
Nigerian Electricity Management Services Agency,
No. 4, Dar es Salaam Crescent, Wuse II, Abuja.**

Note: Ensure you sign the bidders Submission Register in the Office of the Head Procurement, NEMSA CHQ, No. 4, Dar es Salaam Crescent, Wuse II, Abuja as NEMSA will not be held liable for misplaced or wrongly submitted bids.

7. OPENING OF BIDS

(a) The opening of the Expression of Interest (Eois) for Category C Lot 1 will commence immediately after the deadline for submission at **12:00Noon, on Thursday 15th August, 2019**, at the Procurement Department, NEMSA in the presence of bidders or their representatives. Only the shortlisted firms will be invited to collect the Request for Proposals (RfP).

(b) The Opening of the technical bids only for Category A & B will commence immediately after the deadline for the bids submission at **12:00Noon on Monday 9th September, 2019** at the Procurement Department, NEMSA in the presence of bidders or their representatives. Only the technically successful bidders will be invited for the opening of their financial bids at a later date while the financial bids of the unsuccessful bidders will be returned unopened.

CSOs/NGOs, Professional bodies and interested members of the public are by this advert invited to the bids opening exercises.

8. PLEASE NOTE:

- i. All bids (technical & financial) and Eois must be in English Language and signed by an official authorized by the bidder;
- ii. Every document submitted shall be subject to verification;
- iii. Bidders shall not bid for more than two (2) lots, if discovered, the bidder(s) will be disqualified;
- iv. Bidding documents should contain a table of contents and must be properly paginated and all eligibility requirements above should be arranged in the order of sequence as listed;
- v. Bids submitted after the deadline for submission would be returned unopened.

9. DISCLAIMER NOTICE:

- i. This Advertisement shall not be construed as a commitment on the part of NEMSA to award any or all of the above contracts, nor shall it entitle any Contractor/Consultant submitting documents to claim any indemnity from NEMSA.
- ii. NEMSA reserves the right to take decisions on any of the documents received.
- iii. NEMSA reserves the right to suspend or cancel the bidding process at any stage if and when the need arises in public interest without incurring any liabilities to the bidders or proffering any reasons for such suspension or cancellation.
- iv. Submissions through email or fax will not be accepted.
- v. The Agency shall not be responsible for any costs or expenses incurred by any Contractor/Consultant in connection with the preparation of their documents.
- vi. The Agency is not bound to shortlist/technically qualify any bidder or to award any or all of the above contracts.
- vii. For Goods & Works: 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;
- viii. For Consultancy Services: Only shortlisted bidders will be contacted at a later date for collection of Request for Proposals.

For further enquiries, please contact the Office of the Head Procurement via: procurement@nemsa.gov.ng before the deadline for bids submission.

**Signed:
Managing Director/CEO & CEIF
Nigerian Electricity Management Services Agency (NEMSA)**