



INDEPENDENT NATIONAL ELECTORAL COMMISSION
Plot 436, Zambezi Crescent, Maitama, Abuja

REQUEST FOR EXPRESSION OF INTEREST

1.0 INTRODUCTION

The Independent National Electoral Commission (INEC) in pursuance of its statutory functions and in compliance with Due Process requirements seeks to appoint interested reputable **Service Management Companies** with relevant experience and good track records to submit “Expression of Interest” for the provision of Travel Management Services to the Commission.

2.0 GENERAL REQUIREMENTS:

- (i) Detailed Company Profile Stating current office address, e-mail and telephone numbers.
- (ii) Certificate of Incorporation with Corporate Affairs Commission (CAC).
- (iii) Evidence of Company’s Current Tax Clearance Certificate for the last three years (2015, 2016 and 2017).
- (iv) Evidence of Registration on the National Database of Contractors, Consultants and Service providers by inclusion of Interim Registration Report (IRR) issued by the Bureau of Public Procurement (BPP)
- (v) Current Compliance Certificate with Nigeria Social Insurance Trust Fund (NSITF), 2017.
- (vi) Current PENCOT Compliance Certificate expiring by December, 2017 in compliance with amended PENCOT Reform Act, 2014.
- (vii) Current ITF Compliance Certificate expiring by December, 2017 issued by ITF in Compliance with Section 6(2) of ITF Amended Act 2011.
- (viii) Audited Accounts for the past three financial years (2015, 2016 and 2017).
- (ix) Evidence of financial capacity and original copy of a letter from a Bank.
- (x) Current sworn affidavit disclosing:
 - (a) That the company is not in receivership, insolvent or bankrupt;
 - (b) That the Company does not have any Director who has ever been

- Convicted in any court in Nigeria or any other Country for criminal offence in relation to fraud or financial impropriety;
- (c) Whether or not any officer of INEC or BPP is a former or present Director, Shareholder or has any pecuniary interest in the bidder.
 - (d) That all documents submitted for the bidding are true and correct in all particulars.

2.1 ADDITIONAL REQUIREMENTS:

- (i) Proof of technical expertise to execute the job;
- (ii) List of verifiable documentary evidence of similar jobs successfully executed within the last five (5) years (two letters of Award/ completion certificates);
- (iii) List of key personnel to carry out the work including photocopies of relevant Professional certificates;

3.0 NOTATION

- (i) The documents should be arranged in the order listed at **2.0** above and clearly Separated by dividers; with page numbers and table of content
- (ii) Failure to submit all the general requirements documents stated above may lead to the disqualification of the Bids;
- (iii) Late submission of pre-qualification documents will not be entertained;
- (iv) No payment of tender fee is required at this stage of submission of proposal;
- (v) All CAC, PENCOM, ITF, NSITF and tax Clearance Certificates submitted may be referred to Security Agencies, Corporate Affairs Commission (CAC) Federal Inland Revenue Service (FIRS), Industrial Training Fund (ITF), National Pension Commission and other relevant bodies for verification;
- (vi) This notice shall not be a commitment on the part of **Independent National Electoral Commission** to award any form of contract to any respondent nor shall it entitle any company/Firm submitting documents to claim any indemnity from the Commission;
- (vii) Bid document shall be submitted in person and **NOT** through post. Any bid submitted through post shall not be accepted; and
- (viii) Bidders shall be responsible for all costs in preparation and submission of Bid.

4.0 GENERAL INFORMATION

1. For clarification and/or additional information you may contact **Director of Procurement**, between the hours of **10:00am and 4:00pm – Mondays to Fridays** from the date this advert is made public until the close of receipt of proposals.
2. **Only successful bidders will be contacted after evaluation of the technical bids via text messages and or the list will be pasted on the INEC notice board / website.**

5.0 SUBMISSION OF EXPRESSION OF INTEREST DOCUMENTS

5.1 All submissions must be delivered in one (1) neatly bounded hard copy in sealed envelope clearly marked **REQUEST FOR EXPRESSION OF INTEREST** along with a soft copy in PDF format and addressed to:

**THE SECRETARY TO THE COMMISSION,
INDEPENDENT NATIONAL ELECTORAL COMMISSION,
PLOT 436, ZAMBEZI CRESCENT,
MAITAMA DISTRICT, ABUJA.**

5.2 **No Company is allowed to bid more than once**

5.3 The deadline for the Submission/Opening of Bids and Venue are listed in the table below:

LOT	VENUE FOR SUBMISSION	BID CLOSING DATE AND TIME	BID OPENING DATE AND TIME	VENUE FOR OPENING OF BID
One Lot	Procurement Department, 5 th Floor INEC HQ, Main Building, Maitama, Abuja	Monday, 25 th June 2018 12:00 Noon	Monday, 25 th June 2018 12:00 Noon	COMMISSION'S HQTRS CONFERENCE HALL 1 ST FLOOR MAIN BULDING

For further enquiries, please contact these numbers, (08069162020, 08053549447), between the hours of 10.00am and 4.00pm from Monday to Friday during the period covered by this advertisement.

Signed:
Independent National Electoral Commission (INEC)