



INDEPENDENT NATIONAL ELECTOAL 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 **Auctioneers** with relevant experience and good track records to submit “Expression of Interest” for the 2019 Nation-Wide Boarding Exercise of unserviceable vehicles and obsolete Store items.

2.0 SCOPE OF WORK

Successful auctioneers in line with Term of Reference of INEC will be responsible for auctioning of listed unserviceable vehicles and obsolete Store items at the Commission’s Headquarters, Zonal Stores, 35 State Offices and the FCT.

3.0 LOTTING

The Project is allotted into 19 lots as shown below;

Lot No.	STATE
Lot 1	KADUNA, NIGER & NORTH CENTRAL ZONAL STORE, MINNA
Lot 2	PLATEAU & KOGI
Lot 3	KWARA & EKITI
Lot 4	LAGOS, OSUN & SOUTH WEST ZONAL STORE, OSOGBO
Lot 5	OGUN & OYO
Lot 6	ONDO & EDO
Lot 7	SOKOTO, ZAMFARA & NORTH WEST ZONAL STORE, SOKOTO
Lot 8	KATSINA & KEBBI
Lot 9	JIGAWA & KANO
Lot 10	AKWA IBOM & CROSS RIVER
Lot 11	BAYELSA & RIVERS
Lot 12	DELTA
Lot 13	IMO, ENUGU & SOUTH EAST ZONAL STORE, OWERRI
Lot 14	ABIA & ANAMBRA
Lot15	BENUE & EBONYI
Lot 16	FCT & HEADQUARTERS
Lot 17	GOMBE, ADAMAWA & NORTH EAST ZONAL STORE, GOMBE
Lot 18	TARABA & BAUCHI
Lot 19	BORNO & YOBE

4.0 ELIGIBILITY REQUIREMENTS

- (i) Evidence of Business Name or Certificate of Incorporation with Corporate Affairs Commission (CAC) attach with Form CAC 2 & 7 (or CAC1.1).
- (ii) Evidence of Company's Current tax Clearance Certificate for the last three years (2017, 2018 and 2019) and or Income Tax Clearance Certificate valid till 31st December, 2020.
- (iii) 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) - Expiring by 31st December, 2020 or valid certificate issued by BPP.
- (iv) Current Compliance Certificate with Nigeria Social Insurance Trust Fund (NSITF), expiring 31st December 2020.
- (v) Current Pension Compliance Certificate in Compliance with amended PENCOM Reform Act, 2014, expiring 31st December 2020.
- (vi) Current ITF Compliance Certificate issued by ITF in Compliance with Section 6(2) of ITF Amendment Act 2011, expiring 31st December 2020.
- (vii) Audited Accounts for the past three financial years (2017, 2018 and 2019).
- (viii) List of verifiable/relevant documentary evidence of similar jobs successfully Executed/ongoing within the last five (5) years (e.g. letter of Award, Job Completion Certificates etc.);
- (ix) Current Practicing License as an Auctioneer;
- (xi) 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 authorized officer of the firm.
- (xiv) Current sworn affidavit disclosing:
 - That the company is not in receivership, insolvent or bankrupt;
 - 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;
 - Whether or not any officer of INEC is a former or present Director, Shareholder or has any pecuniary interest in the bidder.
 - That all documents submitted for the bidding are true and correct in all particulars.

5.0 SUBMISSION OF EXPRESSION OF INTEREST DOCUMENTS

All submissions must be delivered in one (1) neatly bounded hard copy sealed envelope clearly marked **TECHNICAL BID** (Indicating Lot and State(s) of Interest at the top right hand of the envelope) along with a soft copy in PDF format for ease of Evaluation process and addressed to:

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

Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box at 5th floor, INEC Headquarters, plot 436, Zambezi Crescent, Maitama district, Abuja between the hours of 9:00am to 4:00pm (Monday to Friday) not later than 10:am 7 days from the date of this advertisement.

6.0 OPENING OF PRE-QUALIFICATION DOCUMENT

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

LOTS	VENUE FOR SUBMISSION	BID CLOSING DATE AND TIME	BID OPENING DATE AND TIME	VENUE FOR OPENING OF BID
35 States/FCT/ Headquarters	Procurement Department, 5 TH floor, INEC HQ Main Building, Maitama District, Abuja.	Date: Monday 30th November, 2020 Time: 10.00 a.m	Immediately following the closing Date: Monday 30th November, 2020 Time: 10.00 a.m	COMMISSION'S MEDIA CENTRE INEC HEADQUARTERS

7.0 GENERAL INFORMATION

The document should be arranged in the order listed at 3.0 above and clearly separated by dividers.

- (i) Bids must be in English Language and signed by an official authorized by the bidder;
- (ii) Bids submitted after the deadline for submission would be returned un-opened;
- (iii) Bidders should not bid for more than two (2) Lot;
- (iv) All cost will be borne by the bidders;
- (v) Only shortlisted firms will be invited at a later date;
- (vi) The **Independent National Electoral Commission** is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with section 28 of the Public Procurement Act 2007.

For Complaint, clarification and/or additional information you may contact Director Procurement at INEC Headquarters, Abuja 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.

Signed:
Independent National Electoral Commission (INEC)