

THE PRESIDENCY  
FEDERAL CHARACTER COMMISSION  
NO.3 MAPUTO STREET WUSE ZONE 3  
P.M.B 5008, WUSE ABUJA  
INVITATION FOR TENDER AND EXPRESSION OF INTEREST FOR 2021 CAPITAL PROJECTS

1. INTRODUCTION:

The Federal Character Commission in furtherance of its mandate is desirous of implementing some of its projects under the 2021 fiscal year. Consequently and in compliance with the provision of the Public Procurement Act (PPA) 2007, the commission wishes to Invite reputable contractors/service providers with relevant proven competence and experience to bid for the under-listed projects .

2. SCOPE OF WORKS

**PROJECT A: GENERAL RENOVATION OF FCC STATE OFFICES AND HEADQUARTERS (WORKS)**

<b>LOT 'A'</b>	<b>Description of Work</b>	<b>Location</b>
Lot A1	General Renovation of FCC State Office Uyo, Akwa-Ibom State	Uyo, Akwa-Ibom State
Lot A2	General Renovation of FCC State Office Ilorin, Kwara State	Ilorin, Kwara State
Lot A3	General Renovation of FCC Headquarters Abuja, FCT	Abuja, FCT

**PROJECT B: REPLACEMENT OF UNSERVICEABLE FURNITURE ITEMS (GOOD)**

<b>LOT 'B'</b>	<b>DESCRIPTION OF WORK</b>	<b>LOCATION</b>
Lot B	Supply/Installation of Office Furniture and Equipment	Headquarters Abuja

**PROJECT C: PURCHASE OF VEHICLES FOR INSPECTION AND EVALUATION OF PROJECTS/PROGRAMMES EXECUTED BY MDAS (GOODS)**

<b>LOT 'C'</b>	<b>DESCRIPTION OF WORK</b>	<b>QUANTITY</b>
Lot C	4.0 Litres Petrol engine V6 (SUV)	<b>1No</b>
	2.5 Litres Petrol engine (Sedan)	<b>2 Nos</b>
	2.7 Litres Petrol engine (16 Seater Bus)	<b>1 No</b>

**PROJECT D: PROVISION OF ONE (1) LIFT AT HEADQUARTERS**

<b>LOT 'D'</b>	<b>DESCRIPTION OF WORK</b>	<b>QUANTITY</b>
D	Supply/Installation of 630kg 8 Passenger Lift	1No.

**PROJECT E: EXPRESSION OF INTEREST (EOI)**

<b>LOT 'E'</b>	<b>DESCRIPTION OF WORK</b>	<b>QUANTITY</b>
E1	Sensitization and Public Enlightenment on Socio-Economic Amenities and infrastructural facilities	
E2	Integrating Strategic Partnership with Critical Stakeholders and Advocacy on Balanced Development.	
E3	Documentary on the FCC activities	
E4	Product of quarterly in house magazine.	

3. ELIGIBILITY REQUIREMENTS: -

- Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7. Business Name is acceptable for Services;
- Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the Partners In case of Business Name) for the last three (3) years valid till 31st December 2021; with a minimum average turnover of N50 million;
- Evidence of current Pension Clearance Certificate valid till 31st December 2021;
- Evidence of current Industrial Training Fund (ITF) compliance certificate valid till 31st December 2021;

- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December 2021;
- (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 2021 or valid certificate issued by BPP.
- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Federal Character 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;
- (h) Company's Audited Accounts for the last three (3) years -2018, 2019, 2020;
- (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 (in case of construction: 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;
- (l) Works: List of Plants/Equipment with proof of Ownership/Lease;
- (m) Project E: Evidence of Firm's current registration with a relevant regulatory professional body(ies):
- (n) Project C Only companies Included In the National Automotive Design and Development Council's approved list of local manufacturers of vehicles or their authorized representatives should bid for the vehicles.
- (o) Project D: Letter of Authorization as representative of the Original Equipment Manufacturers (OEMs);
- (p) For Joint Venture/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)
- (q) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst weathers, 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.

#### 4. COLLECTION OF TENDER DOCUMENTS (PROJECTS A-D)

Interested companies are to collect the Standard Bidding Document (SBD) from the Procurement Unit, Ground floor Room A007, Ground Floor, Block 'A' Federal Character Commission Headquarters, No. 3 Maputo Street Wuse Zone 3, Abuja, on evidence of payment of a non-refundable tender fee of N10,000.00 per Lot, paid Into the Federal Character Commission's Remlta account in any reputable commercial bank in Nigeria.

#### 5. SUBMISSION OF TENDER DOCUMENTS (PROJECTS A-D)

Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to the Executive Chairman, Federal Character Commission Headquarters, No. 3 Maputo Street Wuse Zone 3, Abuja, 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 drop in the designated

Tender Box (Ministerial Tender Board Secretariat, Room A007, ground floor, Block 'A' Federal Character Commission Headquarters, No. 3 Maputo Street Wuse Zone 3, Abuja) not later than 12:00 noon on Monday, 19 July 2021.

#### 6. SUBMISSION OF EOI

As per the 5 above but in one envelope not later than **12:00 noon on Monday, 21 June 2021.**

#### 7. OPENING OF EOI & TECHNICAL BIDS

(i) The Expression of Interest (EOI) documents for (Project E) will be opened immediately after the deadline submission at 12:00 noon on Monday, 21 June 2021 In the Commission's Boardroom 4th Floor, Block 'A' Federal Character Commission Headquarters, No. 3 Maputo Street Wuse Zone 3, Abuja.

(ii) Opening of Technical Bids for Projects A - D shall commence immediately after the deadline for submission at 12:00 noon on Monday, 19 July 2021, at Commission's Boardroom 4th Floor, Block 'A' Federal Character Commission Headquarters, No. 3 Maputo Street Wuse Zone 3, Abuja. Please ensure that you sign the bid submission register in the Procurement Unit, as the FCC will not be held liable for misplaced or wrongly submitted bids. For further inquiries, please contact the Director-General services on email [directorcs@federalcharacter.gov.ng](mailto:directorcs@federalcharacter.gov.ng).

#### 8. GENERAL INFORMATION

(a) Bids must be in English Language and signed by an official authorised by the bidder;

(b) Bids submitted after the deadline for submission would be returned un-opened;

(d) All costs will be borne by the bidders;

(e) Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording with the presence of two(2) representative of private sector professional bodies and Civil Society Organization in the area of Anti-Corruption/Transparency;

(f) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);

(g) 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;

(h) Services: Only shortlisted firms will be invited at a later date for collection of Request for Proposals (RFP's);

(i) The Federal Character Commission is not bound to pre-qualify/shortlist 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.

SIGNED:

EXECUTIVE CHAIRMAN

FEDERAL CHARACTER COMMISSION