

NIGERIAN ELECTRICITY REGULATORY COMMISSION
 PLOT 1387 CADASTRAL ZONE A00, CENTRAL BUSINESS DISTRICT, P.M.B 136 GARKI, ABUJA
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 WEBSITE: www.nerc.gov.ng,
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 REQUEST FOR EXPRESSION OF INTEREST (EOI)

1. 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 utilization of resources for the provision of electricity services in Nigeria.

The Commission hereby invites suitably qualified firms to submit EOI for the under listed assignments under the 2021 financial year:

2. SCOPE OF THE SERVICES

LOT NO	DESCRIPTION OF THE ASSIGNMENT	SCOPE OF SERVICES TO BE RENDERED	SPECIFIC REQUIREMENTS
LOT 1	Recruitment management and testing solution	The purpose of this assignment is to provide, install, train and implement a solution that will manage a recruitment process through its lifecycle and provide an integral CBT component that shall be utilized for recruitment and internal promotion examinations.	Solution must be built and managed by Nigerians in line with NITDA guidelines.
LOT 2	Correspondence and document management system solution	The main task is to create, store, manage and track documents electronically, specifically, the system would be used to manage scanned correspondences (mails) received from external parties and internally generated memos. The proposed features of the document library, document check in and out, version control, audit trail and security and access control.	Solution must be built and managed by Nigerians in line with NITDA guidelines.

3.0 ELIGIBILITY REQUIREMENTS

Interested and reputable firms should submit two (2) bound copies of EOI documents duly signed, paginated, separated by dividers and arranged in the order outlined hereunder:

- copy of certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC1.1/CAC2 and CAC7, or Business Name where applicable;
- copy of Firm's 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;
- Evidence of pension clearance certificate valid till 31st December, 2021 (applicable where number of staff is at least 15);
- Evidence of industrial Training Fund (ITF) compliance Certificate valid till 31st December, 2021 (applicable where number of staff is at least 5 or at least N50m turnover);
- Evidence of Current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2021;
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2021 or valid Certificate issued by BPP;

- g. Evidence of current registration/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);
- h. Sworn Affidavit
- 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.
 - And that the company is not in receivership or not a replacement for the hitherto tax defaulting company
 - That the company is not subject to any form of insolvency or bankruptcy proceedings or the subject of any winding down petitions or proceedings
 - Not have any Director who has been convicted in any country for criminal offences relating to fraud or financial improperly or criminal misrepresentation or falsification of facts relating to any matter
- i. For Lot 1 & 2 bidders must show evidence of having developed, deployed and managed a similar solution in at least three (3) recognized government or private organizations;
- j. For Lot 1 & 2 bidders must show evidence of ownership OR Access to in-country Data Centre with adequate capacity and security for sensitive personal information and high volume transactions as well as ability to manage customer Support Centre.
- k. company's Audited Account for the last three (3) years-2018,2019,2020;
- l. Evidence of financial capability to execute the assignment by submission of Reference letter from a reputable commercial bank in Nigeria indicating willingness to provide credit facility for the execution of the project when needed;
- m. company's profile with duly signed the curriculum vitae of key staff to be deployed for the project, including copies of their Academics/professional qualifications;
- n. Verifiable documentary evidence of at least (3) similar jobs executed in the last five (5) years including letters of Awards, Valuation Certificates, job completion Certificates, and photograph of the projects.
- o. 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)
- p. All documents for submission must be transmitted with a Covering/Forwarding letter under the company's letter head paper bearing amongst others, the registration Number (RC) as issued by the CAC, Contact Address, Telephone Number (preferably GSM No) and email 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.

4.0 SUBMISSION OF EOI DOCUMENTS

Interested firms are to submit two (2) bound copies of Expression of Interest (EOI) per lot. Each bound copy must be separated by dividers and pages must be arranged as indicated in the list of requirements above. The documents should be submitted in a sealed envelope and addressed to the address stated below and clearly marked with the name of the assignment and the Lot number. The reverse of each sealed envelope should bear the name and address of the firm and should be dropped in the designated Tender Box located at the Commission's Registry on the Ground floor, Wing A not later than **12:00 noon on Tuesday September 14th, 2021.**

The envelopes should be addressed as follows:

The Chairman,
Nigerian Electricity Regulatory Commission,
Plot No. 1387, Cadastral Zone A00,
Central Business District,

Abuja.

5.0 OPENING OF EOI

The EOI documents will be opened immediately after the deadline for submission at 12:00 noon on Tuesday September 14th, 2021 in the Commission's hearing Room Wing B, 4th floor, plot No. 1387, Cadastral Zone, A00, Central Business District, Abuja. Please ensure that you sign the Bid Submission Register in the Commission's Registry on the Ground Floor, as the Nigerian Electricity Regulatory Commission will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the "the Head (Procurement)" on e-mail Maryam.abubakar@nerc.gov.ng and copy the project officer on Umoru.iniobong@nerc.gov.ng

6.0 GENERAL INFORMATION

- EOI must be in English Language and signed by an official authorized by the bidder
- EOI submitted after the deadline for submission would be returned un-opened;
- Bidders should not express interest for more than one (1) LOT;
- All costs will be borne by the bidders;
- 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 (link will be sent to bidders) with the presence of two(2) representatives of private sector professional bodies and civil society organization in the areas of Anti-Corruption/Transparency;
- Firms can submit through post (courier services);
- Only shortlisted firms will be contacted at a later date and issued Request for Proposals (RFPs);
- The Commission is not bound to shortlist any firm 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