



INVITATION TO BID FOR THE DESIGN, IMPLEMENTATION AND SUPPORT OF PENSION ADMINISTRATION SYSTEM (PAS) FOR THE NATIONAL PENSION COMMISSION (PENCOM)

The National Pension Commission (PenCom) established by the Pension Reform Act 2014 to administer, supervise and regulate all pension matters in Nigeria is desirous of acquiring a robust and resilient application for its operations towards improvement of the Contributory Pension Scheme (CPS).

As part of PenCom's efforts in the implementation of the Corporate Strategy and using Information Communications Technology (ICT) to drive its corporate vision, PenCom wishes to implement a **Pensions Administration System (PAS)** as a platform for administering the sector.

The Commission hereby invites reputable Information Communication Technology (ICT) solutions providers with proven experience and expertise in design and implementation of applications to obtain the bid document, for the **Design, Implementation and Support of Pensions Administration System (PAS)**. The Scope of Work is provided in the bid document.

General Requirements

All bids must be accompanied by the following documents:

1. Copy of Certification of incorporation and registration with the Corporate Affairs Commission (CAC).

2. Copy of current and valid Certificate issued by the National Pension Commission as evidence of compliance with the Pension Reform Act (PRA) 2014.
3. Copy of current Tax Clearance Certificate for the preceding three years i.e. 2013, 2014 and 2015.
4. Copy of valid VAT Registration Certificate.
5. Evidence of compliance with the Industrial Training Fund (ITF) Act No.19 of 2011.
6. Evidence of registration on the Bureau for Public Procurement (BPP) National Database of Contractors, Consultants and Service providers.
7. Copy of Certified five (5) years published audited Accounts (2011 – 2015).
8. Comprehensive Company Profile including ownership structure, management team, technical/other staff, registered address, present office address, functional email address and other contact details.
9. Verifiable documentary evidence of technical competence and relevant experience with evidence of similar jobs carried out in the last 3 years with addresses of site.
10. Evidence of financial capacity and banking support.
11. A sworn affidavit attesting that none of the Directors/Principal Officers of the bidding company has ever been convicted of any criminal offence/confirmation of legal capacity to enter contract.
12. A sworn affidavit certifying that the documents submitted for the bidding exercise are not only genuine but also correct.
13. Evidence of payment of the non-refundable fee of ~~N~~50,000.00.

Collection of the Bid Document

The prospective bidders are to collect soft copies of “The Bid Document” at the Procurement Department, 3rd Floor, National Pension Commission Head Office, Plot 174 Adetokunbo Ademola Crescent, Wuse 2, Abuja from the date of this advertisement within the hours of 9am to 4pm. The collection of the bid document attracts a non-refundable fee of **N50,000** (Fifty Thousand Naira only) through a certified bank draft in favour of the National Pension Commission.

Submission of Bid Document

The prospective bidders are to enclose the technical and financial bids (six hard copies and a soft each) in two (2) separate envelopes, and enclose the two envelopes in one sealed outer envelope and clearly marked “**Bid for the Design, Implementation and Support of Pension Administration System (PAS)**” on the right hand corner, the name of the company on the reverse side of the envelope and addressed to:

The Director General
National Pension Commission
Plot 174, Adetokunbo Ademola Crescent
Wuse 2,
Abuja

Closing and Opening of Bids

The bid documents are to be dropped in the Bid Box at the Mail Office of the Commission at the ground floor not later than **12.00 noon on 27 July, 2016**. The bid opening shall commence immediately after close of submissions at the Ground floor meeting room of the Commission’s office building located at 174 Adetokunbo Ademola Crescent, Wuse 2 Abuja. The representatives of the prospective vendors are invited to witness the public opening of the proposals.

Disclaimer:

- Any submission after 12 noon shall be rejected.
- This advertisement is published for information purposes only and is not a commitment or obligation to award a contract by the Commission.
- The Commission is not bound to shortlist any vendor and reserves the right to annul the selection process at any time without incurring any liabilities and assigning any reasons thereof.
- The Commission reserves the right to verify the authenticity of any claim on the documents submitted.
- The Commission will only correspond with authorized officers of the successful vendor and not agents or persons acting on its behalf.

All enquiries should be directed in writing to:

The Director General
National Pension Commission
Plot 174 Adetokunbo Ademola Crescent,
Wuse 2, Abuja.

PAS_Enquiry@pencom.gov.ng