



NATIONAL PENSION COMMISSION

INVITATION TO TENDER

1.0 INTRODUCTION

The National Pension Commission (PenCom) is inviting interested, reputable and competent companies with proven track record to Tender for the supply of the following Goods.

a.	Lot 1:	ICT Infrastructure Upgrade	Supply and installation of Enterprise Network and Hardware Upgrade.
b.	Lot 2:	Data Center Upgrade	Supply and Installation of Data Center equipment, monitoring tools and physical upgrade.
c.	Lot 3:	Contact Center Technology and Related Services	Supply and Implementation of Contact Center and Related Services.
d.	Lot 4:	Office Furniture and Fittings	Supply and installation of Office Furniture and Fittings.
e.	Lot 5:	Electricity Generator	Supply and installation of 500kva electricity generator
f.	Lot 6:	Motor Vehicle	Supply of 4 x 4 double cab pick-up truck

2.0 MANDATORY REQUIREMENTS:

These are requirements without which a bidder shall be disqualified from further participation in the tender process. Prospective bidders are required to submit copies of the following documents:

1. Certificate of incorporation with Corporate Affairs Commission (CAC).
2. Current and valid Certificate issued by the National Pension Commission as evidence of compliance with the Pension Reform Act (PRA) 2014.
3. Tax Clearance Certificate for the last three years (2013, 2014 & 2015).
4. Evidence of VAT Registration for past remittances for the last 3 years.
5. Evidence of registration on the Bureau for Public Procurement (BPP) National Database of Contractors, Consultants and Service providers.
6. Evidence of Current payment of training contributions to Industrial Training Fund (ITF).

3.0 OTHER REQUIREMENTS

1. Company Audited Accounts for the last three years (2013, 2014 & 2015) showing annual turnover.
2. Verifiable list of similar jobs successfully executed in the last three years including letters of award of contracts, project costs, job completion certificates (please provide contact addresses of the Clients).
3. Evidence of Financial Capability from a reputable Bank to execute the Projects.
4. Evidence of Partnership or Authorisation of Original Equipment Manufacturer (OEM).
5. A sworn affidavit confirming that all information, presented and attached are true and correct of the company and that no officer of PenCom is a former or present Director, Shareholder or has any pecuniary interest in the bidder.
6. In case of Joint Ventures, the company shall provide evidence of the Joint Venture Agreement executed by all parties in the Joint Venture.

Note:

- Documents to be submitted in fulfillment of the mandatory and other requirements should be arranged in the order listed.
- Tender documents should to be paginated with table of content indicating the pages on which items are to be found.
- A company is only allowed to tender for a maximum of two (2) lots, violation of which shall lead to disqualification.

4.0 COLLECTION OF TENDER DOCUMENTS

Interested Companies are to pay a non-refundable fee of **N50,000** (Fifty Thousand Naira) per Lot through the REMITA Platform in favour of the National Pension Commission. Receipt should be collected from the Accounts Department on successful payment and presented to the Procurement Department for collection of the tender documents.

5.0 SUBMISSION OF TENDER DOCUMENTS

The prospective bidders are to enclose the technical and financial bids (hard and soft copies) in two (2) separate envelopes, and enclose the two envelopes in one sealed outer envelope and clearly marked with the “**Lot Number and Name**” 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

The tender 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 Wednesday 30 November, 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.
- Successful companies in mandatory and technical evaluation stage will be invited for the financial bid opening.
- 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.

Email: procurement@pencom.gov.ng

Signed

**Management
National Pension Commission**