



NATIONAL PENSION COMMISSION

Plot 174 Adetokunbo Ademola Crescent,
Wuse 2, Abuja

Request for Expression of Interest (Eoi) for some Consultancy Services

1.0 Introduction

The National Pension Commission (PenCom) towards the fulfillment of its mandate is desirous of implementing some of its projects under the 2016 fiscal year.

In compliance with the Public Procurement Act, 2007, PenCom is hereby inviting reputable, experienced and interested consultants to submit Express of Interest (Eoi) for the provision of the under listed services.

Lot No	Description of Service
1	Microsoft O365 Enterprise Volume License implementation Partner.
2	Enterprise Website Design & Integration, Development and Website Hosting Services.
3	Technical and Training services on Oracle e-Business Suite HR, Financial and Procurement modules).
4	Upgrade of Enrolment Application: Develop a robust web based application for effective capturing of biodata & biometrics.
5	Assessment of existing security assets, development of Information Security and implementation of effective Information Security Management System (ISMS) based on the ISO27001 Standard.
6	ICT Training - Provision to Certification training, Technical skills training and role based training.
7	Baseline Survey for Corporate Industry Strategy to measure customers' satisfaction on services delivered by PenCom and Pensions Operators within the Pension Industry.
8	HR Consultancy services and Training Provider.

2.0 Eligibility Criteria

- a. Copy of certificate of incorporation or registration with the Corporate Affairs Commission (CAC);
- b. Copy of current firm's Tax Clearance Certificate or that of the Principals (for the last three years (2013, 2014 & 2015) ;

- c. Evidence of registration with the BPP's National database of Contractors, Consultants and Service Providers;
- d. Copy of current Compliance Certificate from National Pension Commission as evidence of compliance with Pension Reform Act, 2014;
- e. Evidence of compliance with Industrial Training Fund Amendment Act, 2011 (i.e. copy of certificate from the Industrial Training Fund);
- f. Detailed Company Profile indicating, amongst others, the areas of core competence of the firm and that of the Principals;
- g. Evidence of previous similar experience of the firm and Individual members of staff; and
- h. Qualification / experience of key staff to be deployed for the assignment.

3.0 Submission/Opening

Three copies of Expression of Interest (Eoi) must be put in sealed envelopes clearly marked "Expression of Interest for (indicating Lot number and description)" consultancy services to the Commission and the name of the company on the reverse side of the envelope and addressed to The Director General, National Pension Commission. All Eois should be deposited in the Bid Box at the Mail Office of the Commission on the ground floor at Plot 174, Adetokunbo Ademola Crescent Wuse 2, Abuja within the working hours of 8 a.m. – 5 p.m. before the closing of submission deadline of **12.00 noon Wednesday 2 November, 2016.**

All Eois will be opened immediately after the deadline at PenCom's Auditorium in the presence of the bidders or their representatives and any interested member of the public. Interested Consultancy firms should direct all enquiries in writing to:

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

Email: procurement@pencom.gov.ng

Please note that:

- Only shortlisted consultants will be invited for further consideration.
- Late submissions shall be rejected,
- This advertisement shall not be construed as a commitment on the part of PenCom to appoint any consultant; nor shall it entitle any consultant submitting documents to claim any indemnity from PenCom.
- PenCom reserves the right to take a decision on any of the documents received.
- Any form of canvassing from any source whatsoever shall result in immediate disqualification.

Signed:
Management
National Pension Commission