



**NATIONAL PENSION COMMISSION**  
Plot 174 Adetokunbo Ademola Crescent,  
Wuse 2, Abuja

## **INVITATION FOR TENDER (GOODS)**

### **1.0 INTRODUCTION**

The National Pension Commission (PenCom) in compliance with the Public Procurement Act, 2007, invites reputable, experienced and interested suppliers to submit tenders for the under-listed projects/Goods:

### **2.0 SCOPE OF SERVICES**

<b>LOT NO</b>	<b>DESCRIPTION OF GOODS</b>
T1	Procurement of Voltage Regulators
T2	Procurement of Computers
T3	Procurement of Motor Vehicles

### **3.0 ELIGIBILITY REQUIREMENTS**

- a. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Form CAC<sub>1.1</sub> or CAC<sub>2</sub> and CAC<sub>7</sub>;
- b. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31<sup>st</sup> December, 2023; with minimum average annual turnover of ₦300million;
- a. Evidence of Pension Clearance Certificate valid till 31<sup>st</sup> December, 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- b. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2023 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is ₦50m and above);
- c. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31<sup>st</sup> December, 2023;
- d. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31<sup>st</sup> December 2023 or valid Certificate issued by BPP.
- e. Sworn Affidavit:
  - disclosing whether or not any officer of the relevant committees of the National Pension 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;
  - that no Director has been convicted in any Country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;
  - that the Company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;
  - That the company does not have existing loan or financial liability with a bank, other financial institution or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months;
- f. Copy of Company's Audited Accounts for the last three (3) years - 2020, 2021 & 2022;
- g. Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- h. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, CORBON etc.;

- i. 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;
- j. T2: Evidence of the Firm's current registration with the National Information Technology Development Agency (NITDA) and Computer Professionals Registration Council of Nigeria;
- k. T1, T2 & T3: Evidence of authorisation/partnership with Original Equipment Manufacturer (OEM);
- l. T3: Only Companies included in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles or their authorised representatives should bid for the Vehicles;
- m. For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided indicating among others the Lead Partner (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);
- n. All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, 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 authorised officer of the firm.

**Note:**

- Documents to be submitted in fulfilment of the requirements should be arranged in the order listed.
- Tender documents should be paginated with table of content indicating the pages on which items are to be found.
- No bidder should bid for more than **two (2)** lots. Any bidder who bids for more than two (2) lots will be disqualified from all the lots.

#### **4.0 COLLECTION OF TENDER DOCUMENTS**

Interested Companies are to collect the Standard Bidding Document (SBD) from the Procurement Department on the 3<sup>rd</sup> Floor of the National Pension Commission Head office, located at Plot 174 Adetokunbo Ademola Crescent, Wuse II Abuja.

#### **5.0 SUBMISSION OF TENDER DOCUMENTS**

Prospective bidders are to submit bids for each of the lots desired, two (2) hard copies of each technical and financial bid with softcopy of technical bids only in MS Excel format. Bids should be packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, the two sealed envelopes should be enclosed in a bigger sealed envelope clearly marked with "**Name of Project**" and "**Lot No**" on the right-hand corner, the name of the Bidder 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 bid documents are to be dropped in the Bid Box at the Procurement Department, 3<sup>rd</sup> Floor of the National Pension Commission, Plot 174 Adetokunbo Ademola Crescent Wuse 2, Abuja not later than **12:00 pm on Tuesday, 2<sup>nd</sup> May, 2023.**

#### **6.0 OPENING OF TECHNICAL BIDS**

Only the technical bids shall be opened immediately after the deadline for submission at **12:00 pm on Tuesday, 2<sup>nd</sup> May, 2023** at the Auditorium located at the Block of Flats of the Commission's office building located at 174 Adetokunbo Ademola Crescent, Wuse II Abuja, in the presence of observers, bidders or their authorised representatives; while the Financial Bids will be kept un-opened. Please, ensure that you sign the Bid Submission Register in the Office of the Head, Procurement Department on the 3<sup>rd</sup> Floor of the National Pension Commission Head office, located at Plot 174 Adetokunbo Ademola Crescent, Wuse II Abuja, as the National Pension Commission will not be held liable for misplaced or wrongly submitted bids.

## **7.0 ENQUIRY**

All enquiries should be directed in writing to:

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

Further clarifications can be sought between 9:00 am – 3:00 pm from the Procurement Department at the Commission's Head Office or call Telephone Number **0701 544 5557** or via Email: [procurement@pencom.gov.ng](mailto:procurement@pencom.gov.ng)

## **8.0 DISCLAIMER**

- i. Any bid submitted at the wrong place shall be disqualified;
- ii. Late submissions shall be returned un-opened;
- iii. This advertisement shall not be construed as a commitment on the part of PenCom to award to any bidder nor shall it entitle any bidder submitting documents to claim any indemnity from PenCom;
- iv. PenCom reserves the right to take a decision on any of the documents received;
- v. Any form of canvassing from any source whatsoever shall result in immediate disqualification;
- vi. PenCom reserves the right to verify the authenticity of any claims on the documents;
- vii. PenCom will only correspond with authorised officers of the successful company/vendor and not agents or persons acting on its behalf;
- viii. Only pre-qualified bidders that scale the technical evaluation stage will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
- ix. PenCom is not bound to pre-qualify 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:**  
**Management**  
**National Pension Commission**