



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

EXPRESSION OF INTEREST (EOI)

1.0 INTRODUCTION

The National Pension Commission (PenCom) in compliance with the Public Procurement Act, 2007, invites reputable, experienced and interested consultants to submit Expression of Interest for the following projects:

S/N	DESCRIPTION OF SERVICE	Lot No
1.	Engagement of an Underwriter for the provision of Group Life Insurance Cover for the National Pension Commission's Staff	E1
2	Engagement of an Insurance Broker for the management of Group Life Insurance Cover for the National Pension Commission's Staff	E2
3	Engagement of a vendor for the redesign of the Pension Contributor Administration System (PenCas)	E3

2.0 ELIGIBILITY REQUIREMENTS

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC_{1.1} or CAC₂ and CAC₇. Business Name with Form BN1 is also acceptable;
- b. Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners in case of Business Name) for the last three (3) years valid till 31st December, 2025; with minimum average annual turnover of ₦50 million for Insurance Brokers Only;
- c. Evidence of Pension Clearance Certificate valid till 31st December, 2025;
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2025;
- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2025;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st December, 2025 or valid Certificate issued by BPP;
- g. Evidence of NITDA Clearance Certificate valid till 31st December, 2025; **(Only for Lot E3)**
- h. Evidence of registration as Life Insurance Company with the National Insurance Commission **(Only for Underwriters)**;
- i. Evidence of registration with the National Insurance Commission **(Only for Brokers)**;
- j. A 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; and
 - 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;
- k. Company's Audited Accounts for the last three (3) years – 2022, 2023 & 2024;
- l. 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 the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- n. 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;
- o. 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);
- p. 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 fulfillment of the requirements should be arranged in the order listed.
- EOIs should be paginated with table of contents indicating the pages on which items are to be found.
- Only registered Life Insurance Companies with the National Insurance Commission can apply for Lot E1.

3.0 SUBMISSION OF EXPRESSION OF INTEREST

Prospective consultants are to enclose two (2) copies of Expression of Interest (Eoi) including one original copy in a sealed envelope clearly stating the **“Project Name”** and **“Lot No.”** on the top right-hand corner of the envelope with the name of the company on the reverse side of the envelope and addressed to:

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

The EOI documents (Lots **E1** and **E2**) are to be dropped in the Bid Box at the Procurement Department, 3rd Floor of the National Pension Commission, Plot 174, Adetokunbo Ademola Crescent, Wuse II, Abuja not later than **12:00pm, Tuesday, 11th and Wednesday 12th November, 2025 respectively.**

4.0 OPENING OF EXPRESSION OF INTEREST

All Eois will be opened immediately after the deadline for submission in the presence of the Consulting firms or their representatives at the Commission's meeting room as follows:

LOT NO	SUBMISSION DEADLINE	DATE AND TIME OF OPENING
Lots E1 and E2	12:00pm, Tuesday, 11th November, 2025	12:00pm, Tuesday, 11th November, 2025
Lot E3	12:00pm, Wednesday, 12th November, 2025	12:00pm, Wednesday, 12th November, 2025

5.0 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 – 2:00 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

6.0 GENERAL INFORMATION

- Only shortlisted Consultants at EOI Evaluation will be invited at a later date for collection of Request for Proposals;
- Any EOI submitted at the wrong place shall be disqualified;
- Late submissions shall be returned un-opened;
- This advertisement shall not be construed as a commitment on the part of the Commission to award any contract, nor shall it entitle any bidder to make any claims or seek indemnity from the Commission;
- 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;
- PenCom reserves the right to verify the authenticity of any claims on the documents;
- PenCom will only correspond with authorized officers of the successful company, not agents or persons acting on its behalf; and
- PenCom is not bound to shortlist any vendor and reserves the right to annul the process at any time without incurring liabilities and assigning any reason thereof in line with Section 28 of the PPA, 2007.

Signed:
Management
National Pension Commission