



THE PRESIDENCY
Infrastructure Concession Regulatory Commission, Abuja

PUBLIC NOTICE

INVITATION TO BID/REQUEST FOR EXPRESSION OF INTEREST

NO.ICRC/OP/S.281

SPECIFIC PROCUREMENT NOTICE (SPN) FOR THE SUPPLY OF ICT EQUIPMENT AND ENTERPRISE MANAGEMENT SYSTEM, FURNITURE, SMALL WORKS AND CONSULTANCY SERVICES

1. INTRODUCTION

The Infrastructure Concession Regulatory Commission (ICRC) was established by an Act of the National Assembly in 2005 to regulate Public-Private Partnership endeavours of the Federal Government aimed at addressing Nigeria's physical infrastructure deficit which hampers economic development.

The ICRC Act provides for the participation of the private sector in financing, construction, development, operation and maintenance of Federal Government Infrastructure or development projects through concessions or contractual agreements.

To achieve this initiative, the Federal Government of Nigeria (FGN) appropriated funds in the 2022 budget for the rehabilitation of the head office, procurement of ICT equipment and enterprise management system, purchase of furniture and consultancy services.

Consequently, the Commission wishes to invite reputable national contractors and consulting firms with relevant proven competence and experience to submit bids and Expressions of Interest for the supply of the under-listed items and services.

2. SCOPE

CATEGORY A: GOODS & WORKS

LOT /N	Contract/Lot	Specifications	Delivery Period
A1	Procurement of ICT Equipment	As per the specification in the Standard Bid Documents	2 weeks
A2	Furniture for ICRC H/Q Building.	As per the specification in the Standard Bid Documents	2 weeks
A3	Small Works – for Renovation of ICRC H/Q Building	As per Bill of quantities (BOQ) and specifications to be provided	1 month

CATEGORY B: SERVICES

LOT /N	Contract/Lot	Specifications	Delivery Period
B1	Consultancy Service for the Development of Electronic Records Management System (ERMS) for Document and File Archiving (PHASE 1)	Terms of Reference (TOR)	1 month
B2	Consultancy services for the Enterprise Human Resource Information System	Terms of Reference (TOR)	1 month

B3	Consultancy Services for the Review of Concession Agreement	As per the RFP and TORs	2 months
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3. ELIGIBILITY REQUIREMENTS

Prospective bidders should submit the under-listed requirements to be eligible to participate in this procurement:

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC7. Business Name is also acceptable for Services;
- 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, 2022;
- c. Evidence of Pension Clearance Certificate valid till 31st December, 2022 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2022 (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);
- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2022;
- 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, 2022 or valid Certificate issued by BPP.
- g. Sworn Affidavit:
 - disclosing whether or not any officer of the relevant committees of the Infrastructure Concession Regulatory 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;
- h. Company's Audited Accounts for the last three (3) years - 2019, 2020 & 2021, duly acknowledged by the Federal Inland Revenue Service (FIRS);
- i. Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- j. 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.;
- k. 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;
- l. For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);

- m. Works: List of Plants/Equipment with proof of Ownership/Lease Agreement;
- n. Services: Evidence of Consultant's current registration with the relevant regulatory professional body(ies) such as NITDA & CPN for IT Services;
- o. For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (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: Application documents should be arranged and paged in the order they are listed in paragraph 3.0 and the authorised representative of the company should sign each of the submissions.

4. COLLECTION OF TENDER DOCUMENTS (CATEGORY A)

Bid documents can be collected during work days between the hours of **9am-4pm at the Procurement Unit of the Infrastructure Concession Regulatory Commission**. A non-refundable tender fee of **N10,000.00 MUST** be paid into the **ICRC Revenue Remittance Account with the Remita TSA (GIFMIS Code 1000261039)**, and evidence of payment presented before collection of bid documents

5. SUBMISSION OF TENDER DOCUMENTS (CATEGORY A)

Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to:

**The Director General,
Infrastructure Concession Regulatory Commission,
Plot 1270, Ayangba Street, Garki Area 11, Abuja**

The envelope should be clearly marked with (*the name of the project and the Lot number*). Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box (*state the location of the box*) not later than **11:00 a.m. Wednesday, 7th September, 2022**.

6. SUBMISSION OF EXPRESSION OF INTEREST (EOI) (CATEGORY B)

Interested Firms in Services are to submit the Expression of Interest (EOI) for each of the Lot desired, 4 (four) spirally bound hard copies i.e. one original and three (3) duplicate copies in A4 size. The EOI should be addressed as indicated above and submitted not later than **11:00 a.m. on Monday, 22nd August, 2022**. Interested applicants can only express interest in one of the Consultancy at a time.

7. OPENING OF EOI AND TECHNICAL BIDS

The EOI and the technical bids will be opened immediately after the deadlines for submission at **11:00 a.m. on Monday, 22nd August, 2022** and **11:00 a.m. Wednesday, 7th September, 2022**, respectively, at the ICRC's Office, while the financial bids will be kept un-opened.

8. ENQUIRIES.

For all enquiries, please send an email to procurement@icrc.gov.ng or call 09-4604900/168 or 222.

9. DISCLAIMER

- i. The Infrastructure Concession Regulatory Commission (ICRC) reserves the right to verify claims made by any contractor.
- ii. Submission of bid documents does not commit ICRC to award contracts.
- iii. Submitting false documents and or information is an offence that can lead to disqualification and prosecution.
- iv. All costs incurred as a result of this Invitation to Bid and any subsequent request for information shall be borne by the bidder.
- v. Applicable punitive measures against fraud, collusion and insertion of fake documents and alteration of figures and other unethical behaviours by public officers, legal persons and Directors are clearly presented in Part VII Section 58 of the Public Procurement Act 2007.
- vi. Attendees at the bids opening shall be required to wash hands, use hand sanitiser, wear mask and observe physical distancing. The Bids Opening in the presence of observers will be covered by video recording and invitation link will be sent to bidder who chooses to join the bid opening online;
- vii. Bidders can submit through Post (Courier Services) but must be received before the deadlines for submission;
- viii. Category A: Only pre-qualified bidders at technical evaluation 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. Category B: Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals;
- x. The ICRC is not bound to pre-qualify/shortlist 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

J.A.M. Ohiani

Director General/CEO

Infrastructure Concession Regulatory Commission, Abuja