



INDEPENDENT NATIONAL ELECTOAL COMMISSION
Plot 436, Zambezi Crescent, Maitama, Abuja
REQUEST FOR EXPRESSION OF INTEREST

1.0 INTRODUCTION

The Independent National Electoral Commission (INEC) in pursuance of its statutory functions and in compliance with Due Process requirements seeks to appoint reputable Management Consultants with relevant experience and good track records to express interest to conduct the Commission's 2020 promotion examination exercise.

2.0 SCOPE OF WORK

Successful Firms in line with Term of Reference of INEC will be expected to set promotion examination questions, administer them, compile results and submit a comprehensive report on the conduct of promotion examination for officers in the Headquarters, States Offices, and FCT Office as indicated in the following **Lots 1-17**. Successful Firms for Lots 18 and 19 will Co-ordinate and Harmonize the reports of various Lots.

LOT	GRADE LEVEL	LOCATION
1	GL. 15 and 16	Nationwide
2	GL. 14	States in the North
3	GL. 14	States in the South
4	GL. 13	States in the North
5	GL. 13	States in the South
6	GL. 12	States in the North
7	GL. 12	States in the South
8	GL. 10	Nationwide
9	GL. 09	States in the North Central & HQ
10	GL. 09	States in the North East Geo. Zone
11	GL. 09	States in the North West Geo. Zone
12	GL. 09	States in the South East Geo. Zone
13	GL. 09	States in the South-South Geo. Zone
14	GL. 09	States in the South West Geo. Zone
15	GL. 08	States in the North
16	GL. 08	States in the South
17	GL 07	Nationwide

18	CO-ORDINATING CONSULTANT	States in the North
19	CO-ORDINATING CONSULTANT	States in the South

3.0 ELIGIBILITY CRITERIA

- (i) Detailed Company Profile Stating current office address, e-mail and telephone Numbers.
- (ii) Certificate of Incorporation with Corporate Affairs Commission (CAC) attach with Form CAC 2 & 7(or CAC 1.1)
- (iii) Evidence of Company's Current tax Clearance Certificate for the last three years (**2018, 2019 and 2020**) and or Income Tax Clearance Certificate valid till 31st December, 2020.
- (iv) Evidence of Registration on the National Database of Contractors, Consultants and Service providers by inclusion of Interim Registration Report (IRR) issued by the Bureau of Public Procurement (BPP) - Expiring by 30th June, 2020 or valid certificate issued by BPP.
- (v) Current Compliance Certificate with Nigeria Social Insurance Trust Fund (NSITF), expiring 31st December 2020.
- (vi) Current Pension Compliance Certificate in Compliance with amended PENCOR Reform Act, 2014, expiring 31st December 2020.
- (vii) Current ITF Compliance Certificate issued by ITF in Compliance with Section 6(2) of ITF Amendment Act 2011, expiring 31st December 2020.
- (viii) Audited Accounts for the past three financial years (2016, 2017 and 2018).
- (ix) List of verifiable/relevant documentary evidence of similar jobs successfully Executed/ongoing within the last five (5) years (e.g. letter of Award, Job Completion Certificates etc.);
- (x) List of key personnel to carry out the work including photocopies of relevant Academic/Professional Qualifications;
- (xi) Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (xii) 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.
- (xiii) Current sworn affidavit disclosing:
 - (a) That the company is not in receivership, insolvent or bankrupt;

- (b) That the Company does not have any Director who has ever been convicted in any court in Nigeria or any other Country for criminal offence in relation to fraud or Financial impropriety;
- (c) Whether or not any officer of the Commission is a former or present Director, Shareholder or has any pecuniary interest in the bidder.
- (d) That all documents submitted for the bidding are true and correct in all particulars.

4.0 SUBMISSION OF DOCUMENTS

All submissions must be delivered in two (2) neatly bounded hard copy sealed envelope clearly marked **TECHNICAL BID** (Indicating Lot No. at the top right hand of the envelope) along with a soft copy in PDF format for ease of Evaluation process and addressed to:

**THE SECRETARY TO THE COMMISSION,
INDEPENDENT NATIONAL ELECTORAL COMMISSION,
PLOT 436, ZAMBEZI CRESCENT,
MAITAMA DISTRICT, ABUJA.**

Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box at 5th floor, INEC Headquarters, Plot 436 Zambezi Crescent, Maitama District, Abuja between the hours of 9:00am to 4:00pm (Monday-Friday) not later than 15th April, 2020 from the date this advert is published.

5.0 OPENING OF PRE-QUALIFICATION DOCUMENTS

The deadline for the Submission/Opening of Bids and Venue are listed in the table below:

LOTS	VENUE FOR SUBMISSION	BID CLOSING DATE AND TIME	BID OPENING DATE AND TIME	VENUE FOR OPENING OF BID
1 – 19	Procurement Department, 5 TH floor, INEC HQ Main Building, Maitama District, Abuja.	Date:15 th April, 2020 Time:10.00 a.m	Immediately following the closing Date:15 th April, 2020 Time: 10.00 a.m	COMMISSION'S CONFERENCE HALL 1 ST FLOOR MAIN BULDING

6.0 GENERAL INFORMATION

The document should be arranged in the order listed at 3.0 above and clearly separated by dividers.

- i. Bids must be in English Language and signed by an official authorized by the bidder;
- ii. Bids submitted after the deadline for submission would be returned un-opened;
- iii. Bidders should not bid for more than one (1) Lot;
- iv. All costs will be borne by the bidders;
- v. 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;
- vi. The INDEPENDENT NATIONAL ELECTORAL COMMISSION 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.

For Complaint, clarification and/or additional information you may contact Director Procurement at INEC Headquarters, Abuja between the hours of **8:00am** and **4:00pm** – **Mondays** to **Fridays** from the date this advert is made public until the close of receipt of proposals.

For further enquiries, please contact these Telephone Numbers, (**08023353766**, **08053549447**), between the hours of **10.00am** and **4.00pm** from Monday to Friday during the period covered by this advertisement.

Signed:
Independent National Electoral Commission (INEC)