



**INDEPENDENT NATIONAL ELECTOAL COMMISSION**  
**Plot 436, Zambezi Crescent, Maitama, Abuja**

**INVITATION TO TENDER FOR THE EXECUTION OF CAPITAL PROJECTS**

**1.0 INTRODUCTION**

The Independent National Electoral Commission (INEC) in pursuance of its statutory obligations and in compliance with the Public Procurement Act (PPA) 2007, hereby invites interested, competent and reputable construction firms with relevant experience and good track record for the execution of the following projects;

**2.0 WORKS**

<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>	<b>REMARKS</b>
<b>1</b>  NORTH-CENTRAL	Construction of Prototype INEC LGA Offices	i. Kagarko LGA, Kaduna State, Lot 1 ii. Omala LGA, Kogi State, Lot 2 iii. Gurara LGA, Niger State, Lot 3 iv. Oke Oro LGA, Kwara State, Lot 4	These works will be carried out as Lots 1- 4 in the various LGA's.
<b>2</b>  NORTH-EAST	Construction of Prototype INEC LGA Offices	i. Tafawa Balewa LGA, Bauchi State, Lot 1 ii. Ibi LGA, Taraba State, Lot 2 iii. Numan LGA, Adamawa State, Lot 3 iv. Karasuwa LGA, Yobe State, Lot 4	These works will be carried out as Lots 1- 4 in the various LGA's.
<b>3</b>  NORTH-WEST	Construction of Prototype INEC LGA Offices	i. Yan Kwashi LGA, Jigawa State, Lot 1 ii. Suletankarkar LGA, Jigawa State, Lot 2 iii. Kurfi LGA, Katsina State, Lot 3	These works will be carried out as Lots 1- 5 in the various LGA's.

		<ul style="list-style-type: none"> <li>iv. Sandamu LGA, Katsina State, Lot 4</li> <li>v. Ngaski LGA, Kebbi State, Lot 5</li> </ul>	
<p style="text-align: center;"><b>4</b></p> <p style="text-align: center;">SOUTH-EAST</p>	Construction of Prototype INEC LGA Offices	<ul style="list-style-type: none"> <li>i. Idemili South LGA, Anambra State, Lot 1</li> <li>ii. Ugwunnabo LGA, Abia State, Lot 2</li> <li>iii. Agatu LGA, Benue State, Lot 3</li> <li>iv. Ehime Mbano LGA, Imo State, Lot 4</li> </ul>	These works will be carried out as Lots 1- 4 in the various LGA's.
<p style="text-align: center;"><b>5</b></p> <p style="text-align: center;">SOUTH-WEST</p>	Construction of Prototype INEC LGA Offices	<ul style="list-style-type: none"> <li>i. Mushin LGA, Lagos State, Lot 1</li> <li>ii. Ifedore LGA, Ondo State, Lot 2</li> <li>iii. Iwajowa LGA, Oyo State, Lot 3</li> <li>iv. Isokan LGA, Osun State, Lot 4</li> </ul>	These works will be carried out as Lots 1- 4 in the various LGA's.
<p style="text-align: center;"><b>6</b></p> <p style="text-align: center;">SOUTH-SOUTH</p>	Construction of Prototype INEC LGA Offices	<ul style="list-style-type: none"> <li>i. IKA LGA, Akwa Ibom State, Lot 1</li> <li>ii. Okpe LGA, Delta State, Lot 2</li> <li>iii. Oshimili North LGA, Delta State, Lot 3</li> <li>iv. Igueben LGA, Edo State, Lot 4</li> </ul>	These works will be carried out as Lots 1- 4 in the various LGA's.

### 3.0 GENERAL REQUIREMENTS:

- (i) Detailed Company Profile stating current office address, e-mail and telephone numbers.
- (ii) Certificate of Incorporation with Corporate Affairs Commission (CAC).
- (iii) Evidence of Company's Current Tax Clearance Certificate for the last three years (2015, 2016 and 2017). Expiring by December, 2018.
- (iv) The bidders are expected to have a minimum Annual Turnover of N50 million in their Tax Clearance Certificate.

- (v) 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 January, 2019
- (vi) Current Compliance Certificate with Nigeria Social Insurance Trust Fund (NSITF), 2018.
- (vii) Current PENCOS Compliance Certificate expiring by December, 2018 in compliance with amended PENCOS Reform Act, 2014.
- (viii) Current ITF Compliance Certificate expiring by December, 2018 issued by ITF in compliance with Section 6(2) of ITF Amended Act 2011.
- (ix) Audited Accounts for the past three financial years (2015, 2016 and 2017).
- (x) Evidence of financial capacity and original copy of a letter from a Bank.
- (xi) 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 INEC or BPP 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 ADDITIONAL REQUIREMENTS:**

- (i) Proof of technical expertise to execute the job;
- (ii) Evidence of accreditation/registration with relevant professional bodies i.e COREN, CORBON, ARCON e.t.c;
- (iii) List of verifiable documentary evidence of similar jobs successfully executed within the last five (5) years (e.g. letters of Award, Job completion certificates etc);
- (iv) List of key personnel to carry out the work including photocopies of relevant Professional certificates where applicable;
- (v) Comprehensive Company Profile, listing key personnel stating their roles, designation, qualification and years of working experience including copies of

educational and professional certificates. Submissions shall include a minimum of two (2) relevant COREN Registered Engineers in various fields, two (2) ARCON certified Architects, Two (2) QSRBN certified Quantity Surveyors, and two (2) CORBON certified builders.

**NOTE: that certificates and C.V must be signed and sealed.**

- (vi) Verifiable evidence of availability of appropriate manpower, machinery and equipment including proof of ownership or lease.
- (vii) Detailed information on technical personnel and key staff of the company
- (viii) Any other relevant information
- (ix) Telephone (GSM) number(s), email address of contractor/company's representative.

## **5.0 NOTATION**

- (i) The documents should be arranged in the order listed at **3.0** above and clearly separated by dividers; with page numbers and table of content
- (ii) Failure to submit all the general requirements documents stated above may lead to the disqualification of the Bids;
- (iii) Late submission of Tender documents will not be entertained;
- (iv) Tender documents will be collected after payment of tender fee;
- (v) All CAC, PENCOM, ITF, NSITF and Tax Clearance Certificates submitted may be referred to Security Agencies, Corporate Affairs Commission (CAC), Federal Inland Revenue Service (FIRS), Industrial Training Fund (ITF), National Pension Commission and other relevant bodies for verification;
- (vi) This notice shall not be a commitment on the part of **Independent National Electoral Commission** to award any form of contract to any respondent nor shall it entitle any company/Firm submitting documents to claim any indemnity from the Commission;
- (vii) Bid documents shall be submitted in person and **NOT** through post. Any bid submitted through post shall not be accepted; and
- (viii) Bidders shall be responsible for all costs in preparation and submission of Bid.

## **6.0 GENERAL INFORMATION**

1. For clarification and/or additional information you may contact **Director of Procurement**, at INEC Headquarters, Abuja between the hours of **10:00am and 4:00pm – Monday to Friday** from the date this advert is made public until the close of receipt of Tenders.

2. **Only successful bidders will be contacted after evaluation of the technical bids via text messages and or the list will be pasted on the INEC notice board / website.**

## 7.0 COLLECTION OF TENDER DOCUMENTS

Tender documents will be available for collection from Procurement Department, INEC Headquarters between the hours of **10.00am and 4.00pm – Monday to Friday** from the date this advert is made public until the close of receipt of Tenders with evidence of payment of non-refundable Tender fee of **N10,000.00(Ten Thousand Naira)** only through the Treasury Single Account.

## 8.0 SUBMISSION OF BID DOCUMENTS

8.1 Bidders are required to submit one (1) each, neatly bounded hard copy of their Technical and Financial Bid documents in two (2) separate envelopes to be delivered in one (1) envelope clearly marked “ **INVITATION TO TENDER**” (indicating Category and Lot at the top right hand of the envelope) along with soft copies in PDF format for both Bid documents and addressed to;

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

8.2 No Company is allowed to bid for more than one (1) Lot in each Category.

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

<b>CATEGORY</b>	<b>VENUE FOR SUBMISSION</b>	<b>BID CLOSING DATE AND TIME</b>	<b>BID OPENING DATE AND TIME</b>	<b>VENUE FOR OPENING OF BID</b>
<b>1 - 6</b>	Procurement Department, 5 <sup>th</sup> Floor INEC HQ, Main Building, Maitama, Abuja	Thursday, 6 <sup>th</sup> September 2018 10:00am	Thursday 6 <sup>th</sup> September 2018 immediately following the closing at 10:00am	COMMISSION'S HQTRS CONFERENCE HALL 1 <sup>ST</sup> FLOOR MAIN BUILDING

For further enquiries, please contact these numbers, (08069162020, 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)**