



NATIONAL PENSION COMMISSION
174 ADETOKUNBO ADEMOLA CRESCENT, WUSE II, PMB 5170 WUSE, ABUJA
www.pencom.gov.ng Info@pencom.gov.ng

INVITATION TO TENDER

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 following procurements in the table below:

2.0 SCOPE OF SUPPLY

| Lot No | Description of Goods |
|--------|--|
| C1 | Supply & Installation of Two (2) Network Power Cooling Units |
| C2 | Supply & Configuration of Switch and Firewall |
| C3 | Supply of Uninterrupted Power Supply (UPS) for Data Centre |

3.0 ELIGIBILITY REQUIREMENTS

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including forms CAC1.1 or CAC2 and CAC7;
 - b. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years (2021, 2022 & 2023) valid till 31st December, 2024; with a minimum Average Annual Turnover of ₦300 million;
 - c. Evidence of Pension Clearance Certificate valid till 31st December, 2024 (this requirement is only applicable to bidders whose numbers of staff is 15 and above);
 - d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2024 (this requirement is only applicable to bidders whose numbers 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, 2024;
 - 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, 2024 or valid Certificate issued by BPP;
 - g. 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
 - h. Company's Audited Accounts for the last three (3) years – 2021, 2022 & 2023;
 - 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;
 - k. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Job Completion Certificates and Photographs of the projects;
 - l. ICT jobs: Evidence of the Firm's current registration with the National Information Technology Development Agency (NITDA) and Computer Professionals Registration Council of Nigeria (CPN);
 - m. Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
 - n. 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);
- Note: 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.
- Documents to be submitted in fulfilment of the requirements should be arranged in the order listed.
 - Tender documents should be paginated with a table of contents indicating the pages on which items are to be found.

4.0 COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect the Standard Bidding Document (SBD) from the office of the Procurement Department on the 3rd Floor of the National Pension Commission Head office, located at Plot 174 Adetokunbo Ademola Crescent, Wuse II Abuja on evidence of payment of a non-refundable tender fee of N10,000.00 per Lot, paid into the National Pension Commission's Remita account in any reputable Commercial Bank in Nigeria.

5.0 SUBMISSION OF TENDER DOCUMENTS

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, National Pension Commission, Plot 174, Adetokunbo Ademola Crescent, Wuse 2, Abuja and 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 at the Procurement Department, 3rd Floor of the National Pension Commission, Plot 174 Adetokunbo Ademola Crescent Wuse 2, Abuja not later than **12:00 noon, Monday, 4th November, 2024.**

6.0 OPENING OF TECHNICAL BIDS

Only the technical bids will be opened immediately after the deadline for submission at **12:00 noon, Monday, 4th November, 2024**, 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 3rd 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. All enquiries should be directed in writing to: The Director General, National Pension Commission, Plot 174 Adetokunbo Ademola Crescent Wuse 2, 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.ng

7.0 GENERAL INFORMATION

- a. Any bid submitted at the wrong place shall be disqualified;
- b. Bids must be in English Language and signed by an official authorised by the bidder;
- c. Bids submitted after the deadline for submission would be returned un-opened
- d. All costs will be borne by the bidders;
- e. A bidder will not be awarded for more than One (1) Lot;
- f. The Technical Bids will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies; and will be covered by video recording; invitation link will be sent to bidder who chooses to join the bid opening online;
- g. 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;
- h. The National Pension 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.

Signed:
Management
National Pension Commission