



**THE PRESIDENCY
NATIONAL IDENTITY MANAGEMENT COMMISSION
11 SOKODE CRESCENT, OFF DALABA STREET ZONE 5, WUSE ABUJA**

INVITATION FOR APPLICATIONS TO PROVIDE COURIER SERVICES

INTRODUCTION

The National Identity Management Commission is in the process of selecting firms to be shortlisted for the provision of local and international courier services in accordance with the provisions of the Procurement Act 2007 (National Competitive Bidding).

Accordingly, the Commission hereby invites interested and eligible firms with requisite experience and capacity to apply to be shortlisted. Interested firms should submit an expression of interest in the format outlined below.

APPLICATION FORMAT AND STRUCTURE

To be shortlisted, interested firms should submit the following verifiable evidence;

- Detailed profile of the firm outlining the:
 - Company structure and ownership.
 - Profile of management team and curriculum vitae of key professional staff.
 - Proof of alliances/partnerships or international alliances.
 - Contact details including address, phone number, facsimile number and web address.
- Evidence of registration with Corporate Affairs Commission including certificate of incorporation, memorandum and articles of association, Form CO2/CO7.
- Three years tax clearance certificate.
- Three years audited accounts of the firm and a bank reference.
- Evidence of relevant experience including verifiable letters of award (or other evidence) for previous assignments.

Please note that non compliance with the requirements outlined above will render the submission non-responsive.

SUBMISSION

Applications should be delivered in four (4) hard copies in a sealed envelope marked "Application for the Selection of Courier Services and should be delivered to the address below on or before **4pm Friday 6th of February 2009**. Only successful firms will be contacted.

**The Procurement Unit, DG's Office
National Identity Management Commission
11 Sokode Crescent, Off Dalaba Street,
Zone 5 Wuse Abuja- Nigeria
Tel: 09-6726457 www.nimc.gov.ng**

(Please note that late submissions will not be entertained and submissions by courier should reach NIMC on or before the stipulated time and date).