



The Presidency

## NATIONAL IDENTITY MANAGEMENT COMMISSION

11 Sokode Crescent, Off Dalaba Street, Zone 5, Wuse Abuja.

### INVITATION TO PRE-QUALIFY FOR WORKS, GOODS AND SERVICES

The National Identity Management Commission (NIMC) invites interested and reliable firms/companies/individuals for pre-qualification for the following projects of the NIMC for the 2010 fiscal year.

#### 1. SCOPE

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| <b>Lot 'A': Electrical and Mechanical Works (Consists of Sub-lots: A1, A2 and A3) Generators, Transformers and Automatic Changeover Switch)</b> | <b>Lot 'G': Project Management and Corporate Communication Consultancy Services</b> |
| <b>Lot 'B': Landscaping at the NIMC Head Office</b>   | <b>Lot 'H': Technical, Professional and Capacity Building Consultancy Services</b>  |
| <b>Lot 'C': Office Equipment, Furniture and Fittings</b>  | <b>Lot 'I': Perimeter Fencing of State Offices</b>                                  |
| <b>Lot 'D': Computer Equipment and Consumables</b>  | <b>Lot 'J': Provision of Water Borehole in State Offices</b>                        |
| <b>Lot 'E': Biometric Capture and Staff ID Card</b>   | <b>Lot 'K': Renovation/Construction of Training Centres</b>                         |
| <b>Lot 'F': Renovation and Landscaping of State Offices</b>   | <b>Lot 'L': Establishment of Cluster Centre</b>                                     |

#### 2. PRE-QUALIFICATION REQUIREMENTS

To be pre-qualified, interested firms must supply the following verifiable evidence including but not limited:

- ◆ Company Profile including ownership structure, management team, technical/other staff, registered address /other contact details;
- ◆ Evidence of Certificate of Incorporation, Memorandum and Articles of Association including Form CO.7/CO.2;
- ◆ 3 year Audited Account of the firm and or consortium and Three years Tax Clearance Certificate;
- ◆ Evidence of Registration with relevant authorities (VAT, Pension, NHIS, Income Tax, etc.);
- ◆ Evidence of technical competence and relevant experience in similar works and services;
- ◆ Names and CVs of Team leader and professional staff, including individual experiences;
- ◆ Proof of Alliances / Partnerships (if applicable) including details of existing relationships (MOU or JV Agreement) if in a consortium, outlining core competencies of each partner/member firm;
- ◆ Evidence of experience/track record of firm/consortium;
- ◆ Evidence of financial capability and banking support;
- ◆ Verifiable reference list of clients for whom similar services were/are being executed by the firm or members of the consortium; giving scope, location, value, date executed, address, telephone numbers, and contact persons;
- ◆ For Renovation/Construction, firms would be required to provide the list of construction equipment and nature of ownership;
- ◆ Any other information, considered relevant to the evaluation of your application.

The Commission will normally verify the authenticity of statutory documents submitted or claims made. The Commission reserves the right to disqualify incomplete documentation. **Only short listed firms will be contacted!**

#### 3. SUBMISSION

Pre-qualification documents must be delivered in 6 hard copies in sealed envelope with an electronic copy (in a CD) in a separate sealed envelope clearly marked "**Confidential: Pre-qualification for Works, Goods & Services**" and the **LOT of interest clearly printed at the top left corner of the envelope** and delivered to the address below on or before **5 pm Friday, June 4<sup>th</sup>, 2010**.

The Director General/CEO  
National Identity Management Commission  
11 Sokode Crescent, Off Dalaba Street, Zone 5 Wuse Abuja – Nigeria  
[www.nimc.gov.ng](http://www.nimc.gov.ng)