



**The Presidency**

## **NATIONAL IDENTITY MANAGEMENT COMMISSION**

11 SOKODE CRESCENT, OFF DALABA STREET ZONE 5, WUSE ABUJA

### **PREQUALIFICATION FOR THE PROVISION OF SECURITY SERVICES (Guards).**

#### **INTRODUCTION**

The National Identity Management Commission intends to engage the services of reputable, suitably qualified and professional security service providers for the provision of security services (Guards) in all of its states offices in the thirty six (36) states of the Federation except Enugu State.

#### **SCOPE OF WORK**

The successful firms will be expected to:

- Provide highly trained and responsible security guards to protect the premises.
- Furnish the guards with a distinct security uniform.
- Equip the guards with the necessary communication gadgets to communicate amongst themselves and with the head office.
- Coordinate & supervise the day to day activities of the guards.
- Provide written reports of each day's work/activity.
- Provide security for any security device/gadgets that may be installed at the offices.
- Ensure compliance with laid-down security rules & regulations in respect of access to facilities at the state offices.
- Control the passage & exit of visitors in the office premises.

The Commission hereby invites interested and eligible firms with requisite experience and capacity to apply for prequalification for the execution of the aforementioned services.

#### **PROPOSAL FORMAT AND STRUCTURE**

To be prequalified,, interested firms should supply the following verifiable evidence, including but not limited to the following:

- 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.
- Tax clearance certificate for the past three years.
- Audited accounts of the firm for the past three years.
- Evidence of financial capability (e.g. Bank Reference).
- Evidence of relevant experience including verifiable letters of award (or other evidence) for previous assignments.
- Demonstrate knowledge of security services as indicated in the scope of work.

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

#### **SUBMISSION**

Prequalification documents must be delivered in four (4) hard copies in a sealed envelope marked "Prequalification for the provision of Security Services (Guards)" and should be delivered to the address below on or before **4pm Wednesday, 22<sup>nd</sup> of May 2009**. Only shortlisted firms will be contacted.

**MAJOR B.A. IDIAYE (Rtd) / Head, Security/Consultant**  
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