



**THE PRESIDENCY
NATIONAL IDENTITY MANAGEMENT COMMISSION**

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

**INVITATION TO PRE-QUALIFY
FOR THE PROVISION OF INSURANCE SERVICES AS BROKERS/ADVISERS.**

PREAMBLE

The National Identity Management Commission by virtue of section 32 of the NIMC Act 2007 recently took over valuable assets, including immovable property, of the former DNCR in Abuja and across the Federation.

As part of its asset management strategy, the Commission wishes to retain the services of insurance brokers/advisers to assist it in the management of the whole insurance portfolio of the Commission.

Accordingly, the Commission hereby invites interested and eligible insurance brokers/advisers with requisite experience, capacity and track record to apply for pre-qualification for the provision of insurance advisory services. The successful firm will be required to execute an agreement acceptable to the Federal Government of Nigeria.

SCOPE OF WORK

The assignment covers the entire insurance business of the Commission and in particular, includes:

- Provision of advisory services in respect of taking out all classes of insurance- fire and special perils, Burglary, Electronic Equipment, Automobiles, Group personal Accident, Group life, Public Liability and General third party liability;
- Advise on the appropriate cover to take up and with which eligible companies;
- Assist in the management of financial implications of such decisions on insurance cover taken up;
- Management of such policies including providing claims services, policy documentation and renewals in accordance with the risk management policy of the Commission;
- Undertake such other advisory and related services as are necessary to achieve optimum performance of the Commission's insurance portfolio.

PROPOSAL FORMAT AND STRUCTURE

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

- ◆ Profile of the firm including structure, management team, registered address, phone number(s), facsimile number and web address;
- ◆ Evidence of registration with relevant authorities;

- ◆ Memorandum and Articles of Association of the firm/consortium (where applicable)
- ◆ Form CO.7/CO.2
- ◆ 3 year Audited Accounts of the firm and tax Clearance Certificate;
- ◆ Evidence of current practice license.

Other Pre-qualification details required:

- ◆ Names and Curriculum Vitae of Team leader and professional staff proposed for the assignment, including qualification and individual experience in handling similar assignments;
- ◆ Evidence of technical competence and relevant experience in similar assignments;
- ◆ Verifiable reference list of clients for whom similar services were/are being rendered by firm;
- ◆ Detailed description of your understanding of the scope of work;
- ◆ Service approach, methodology and work plan, for achieving the tasks specified in the scope of work;
- ◆ Any other information, which may be considered to be relevant to the evaluation of your application for pre-qualification.

Note: The requested information should be arranged in the order shown above. Respondents may be required to present original documents for sighting during the assessment exercise. This invitation does not in any way amount to a commitment or an obligation to commit nor does it establish any legal relationship whatsoever, on the part of the Commission.

SUBMISSION

Pre-qualification documents must be delivered in 6 hard copies with an electronic copy (in a CD) in a separate sealed envelope clearly marked "**Pre-qualification for the provision of insurance advisory services**" and delivered to the address below on or before 5pm Monday July 28, 2008.

The Director General/Chief Executive
National Identity Management Commission
No. 11 Sokode Crescent, Off Dalaba Street,
Zone 5 Wuse Abuja- Nigeria
Tel: 09-6726457 www.nimc.gov.ng

Only pre-qualified firms will be contacted.