



**THE PRESIDENCY
NATIONAL IDENTITY MANAGEMENT COMMISSION**

11 SOKODE CRESCENT, OFF DALABA STREET ZONE 5, WUSE

**Invitation to Pre-qualify
For the execution of Alteration/Modification and Rehabilitation
Works at NIMC Head Office Complex Abuja**

PREAMBLE

The National Identity Management Commission (NIMC) is desirous of rehabilitating, upgrading/retrofitting and re-organising its facilities located at No. 11, Sokode Crescent, off Dalaba Street, Zone 5, Wuse District, Abuja to accommodate the space requirements of the new Commission.

The Commission intends to engage suitably qualified, competent and reputable Contracting firms to execute the alteration/modification and rehabilitation works in the following lots:

- Lot 'A':** Floor, Wall and Ceiling Finishings at Old Administrative Block
- Lot 'B':** Fenestrations, Roofing, Electrical and Mechanical Installations at Old Administrative Block
- Lot 'C':** Floor, Wall and Ceiling Finishings at New Office Extension
- Lot 'D':** Fenestrations, Roofing, Electrical and Mechanical Installations at New Office Extension
- Lot 'E':** Structural Remediation and External Works

The National Identity Management Commission hereby invites interested and eligible contracting firms/consortium with requisite experience and capacity to apply for pre-qualification for the execution of the above works. Prospective Firms/Consortium can apply for one, more than one or all of the Lots specified above.

SCOPE OF WORK

- A. Floor, Wall and Ceiling Finishes at Old Administrative Block**
Works to include the removal of existing floor, wall and ceiling finishings and replacement, improvement/upgrade and/or introduction of new finishings in a single-level load-bearing (bungalow) office block.
- B. Fenestrations, Roofing, Electrical and Mechanical Installations at Old Administrative Block**
Works to include general rehabilitation of existing roof coverings, windows, total replacement of damaged doors, electrical re-reticulation, supply and installation of sanitary fittings, fire detection and fire fighting equipment in a single-level load-bearing office block (bungalow)
- C. Floor, Wall and Ceiling Finishes at New Office Extension**
Works to include the removal of existing floor, wall and ceiling finishings and replacement, improvement/upgrade and/or introduction of new finishings in a three-level (2-Storey) concrete frame building.
- D. Fenestrations, Roofing, Electrical and Mechanical Installations at New Office Extension**
Works to include general rehabilitation of existing roof coverings, windows, total replacement of damaged doors, supply and installation of sanitary fittings, fire detection and fire fighting equipment in a three-level (2-Storey) concrete frame building hitherto used for warehousing and support services.
- E. Structural Remediation and External Works**
Works to include the introduction of new concrete structural elements to improve structural stability and reverse minor damages in a three-level (2-storey) concrete frame building. Also included are construction of 1 Nr. block of public toilets, rehabilitation of 4 Nr. gate houses and execution of

landscaping improvement works within the Commission's premises.

PROPOSAL STRUCTURE AND FORMAT

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

- ♦ 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
- ♦ Registration as Contractor with Federal Ministry of Transportation in Category B and above
- ♦ Proof of Alliances / Partnerships (if applicable) including details of existing relationships (MOU or JV Agreement) if in a consortium, outlining aspects of the services to be handled by each partner/member firm
- ♦ 3 year Audited Accounts of the firm and or consortium;
- ♦ Three years Tax Clearance Certificate

Other pre-qualification information to be included are:

- ♦ Detailed description of your understanding of the scope of work;
- ♦ Evidence of technical competence and relevant experience in similar facilities management services
- ♦ Operational strategy and list of equipment and support facilities available
- ♦ Methodology & work plan describing approach to completing the task specified in the scope of work;
- ♦ Names and Curriculum Vitae of Team leader and professional staff proposed for the assignment, including qualification and individual experience in handling similar assignments;
- ♦ Experience/track record of firm;
- ♦ 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
- ♦ Any other information, which may be considered to be relevant to the evaluation of your application for pre-qualification

The requested information should be arranged in the order shown above. Bidders may be required to present original documents for sighting during the assessment exercise.

SUBMISSION

Pre-qualification documents must be delivered in 5 hard copies with an electronic copy (in a CD) in a separate sealed envelope clearly marked "**Proposals for the execution of Rehabilitation Works in NIMC Head Office**" and delivered to the address below on or before 5 pm Monday April 28th, 2008.

National Identity Management Commission
11 Sokode Crescent, Off Dalaba Street,
Zone 5 Wuse
Abuja – Nigeria

Only short listed firms will be contacted