



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

INVITATION TO PRE-QUALIFY FOR THE SUPPLY OF UTILITY VEHICLES, OFFICE EQUIPMENT, FITTINGS, SAFETY AND FURNISHING ITEMS AND PROVISION OF FACILITY MANAGEMENT SERVICES

PREAMBLE

The National Identity Management Commission by virtue of section 32 of the NIMC Act 2007 recently took over the assets and liabilities of the former DNCR which included completed and on-going projects. The Commission has made adequate plans to renovate, furnish and retrofit office spaces in its temporary Head Office as part of a deliberate strategy to meet its immediate and short term office accommodation needs.

Consequently, the Commission intends to engage qualified, competent and reputable service firms to execute the supply, installation and maintenance of various items of office equipment, electrical fittings and security control infrastructure including logical and physical access controls, facilities management services, utility vehicles, office furniture and fittings categorized into Lots as follows:

Lot A: Electrical and Mechanical works/fittings

Lot B: Office furniture and fittings

Lot C: Office Equipment Supplies and Fittings

Lot D: Computer Equipment, spares/consumables

Lot E: Security gadget (logical/physical access)

Lot F: Fire/safety security control infrastructure

Lot G: Facility Management services

Lot H: Supply of Utility Vehicles

Accordingly, the Commission hereby invites interested and eligible contracting firms with requisite experience and capacity to apply for pre-qualification for the execution of the above works. Successful firms will be required to execute an agreement acceptable to the Federal Government of Nigeria.

PROPOSAL FORMAT AND STRUCTURE

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;
- ◆ Form CO.7/CO.2;
- ◆ Proof of Alliances / Partnerships (**where 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;
- ◆ Tax Clearance Certificate for the past 3 years.

Other Pre-qualification information to be included:

- ◆ Names and Curriculum Vitae of Key staff, including qualification and individual experience in handling similar assignments;
- ◆ Experience/track record of firm including evidence of technical competence and relevant experience in handling similar assignments;
- ◆ Verifiable reference list of clients for whom similar services were/are being executed by the firm including detailed scope, location, value, date executed, address, telephone numbers and contact persons;
- ◆ Evidence of financial capability and banking support;
- ◆ Any other information, considered relevant to the evaluation of your application.

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.

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 supply of office equipment, fittings, safety and furnishing items (specify Lot)**” and delivered to the address below on or before 5pm Wednesday August 13, 2008.

The Director General
National Identity Management Commission
11 Sokode Crescent, Off Dalaba Street,
Zone 5 Wuse Abuja- Nigeria
Tel: 09-6726457 www.nimc.gov.ng

Only short-listed firms will be contacted