

REQUEST FOR PREQUALIFICATION AND TECHNICAL BID PROPOSAL

RENOVATION OF NNPC PENSION FUND LIMITED (NPFL) OFFICE COMPLEX

1.0 INTRODUCTION

The NNPC Pension Fund Limited (hereinafter referred to as “NPFL” or “Owner”), intends to carry out the Renovation of the NPFL Office Complex situated at Plot 1534, Ibi Close, Off Gwandu Street, Garki 2, Abuja, FCT.

This document is an ‘Invitation to Tender’ (ITT) for the renovation of the NPFL Office Complex and bids will be evaluated on the strength of Bidder’s response to this ITT.

2.0 SCOPE OF WORK

The scope of work is as follows:

- a. Replacement of fittings and fixtures
- b. Installation and Replacement of mechanical installations including sanitary appliances and air conditioning systems.
- c. Replacement of wall, floor and ceiling finishes
- d. Rehabilitation of roofing system and replacement of waterproof felt.
- e. Installation and Replacement of electrical installations.
- f. Maintenance of the external façade of the building and perimeter fence.
- g. Internal Re-partitioning of the Office Complex.
- h. Rehabilitation of ancillary buildings
- i. Any other works as may be described in the Bill of Quantities

3.0 PREQUALIFICATION AND TECHNICAL REQUIREMENTS

Per the Public Procurement Act of 2007, extant laws and NPFL policies and guidelines all interested bidders seeking to be considered must satisfy the following requirements specified below.

3.1 GENERAL REQUIREMENTS

Submit the Company’s profile indicating details of the company’s resume demonstrating its capabilities and a signed letter of application indicating interest on the company’s letterhead paper bearing amongst others, telephone number, email address and company’s full address to be addressed to NPFL.

3.2 STATUTORY REQUIREMENTS

- 3.2.1 Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC), Certified True Copies of Memorandum and Articles of Association of the Company, CAC form CO2 and CO7 (particular of

Directors), Certified True Copies of statutory documents indicating ownership structure of the company, name(s) of major shareholders and percentage shareholding (fatal flaw).

- 3.2.2 Company's Tax Clearance Certificate for the last three (3) years (2021, 2022 & 2023) expiring on 31st December 2024.
- 3.2.3 Evidence of compliance with the provision of the Industrial Training Fund (ITF) Amendment Act 2011 by the inclusion of a current copy of Compliance Certification from the Industrial Training Fund (ITF) expiring in December 2024.
- 3.2.4 Evidence of compliance with PENCOR Reform Act 2004 by inclusion of valid pension clearance certificate expiring in December 2024.
- 3.2.5 Submit the company's CASHES (Community Affairs, Safety, Health, Environment and Security policy). The policy must be signed.
- 3.2.6 Evidence of quality assurance/quality control policies, and details of safety records for accidents, incidents, injuries and damages for the past three (3) years (2021, 2022 and 2023).
- 3.2.7 Evidence of available Facilities and Equipment for the conduct of this project.
- 3.2.8 List of staff, personnel and other relevant information.

3.3 FINANCIAL REQUIREMENTS

- 3.3.1 Company's Audited Accounts for the past three (3) years (2021, 2022 and 2023), which must be signed and bear the stamp of a reputable and verifiable audit firm.
- 3.3.2 Bank reference letter from a credible banking institution.

3.4 BUSINESS INTEGRITY REQUIREMENTS

A prospective bidder shall make provision of an affidavit to support action as follows:

- 3.4.1 To allow NPFL to verify all claims made in your submission.
- 3.4.2 To allow NPFL to verify that your organization is neither in receivership nor the subject of any form of insolvency, bankruptcy proceedings or the subject of any form of wrong-up petition or proceedings.
- 3.4.3 To confirm that the company is not a replacement for a hitherto tax-defaulting company.
- 3.4.4 A written statement confirming that your company does not have any Director who has been convicted in any country for a criminal offence relating to fraud or any financial impropriety or criminal misrepresentation or falsification of facts relating to any matter.
- 3.4.5 A written statement providing full names and contact addresses of current directors and beneficial owners including their email addresses, and telephone numbers.
- 3.4.6 Verifiable evidence of having successfully executed at least three (3) similar services within the last five years by providing the following details.
 - a. Title and brief description of the project.

- b. Clients
- c. Scope of works performed.
- d. Total contract sum
- e. Date of award of Contract
- f. Contractual period for execution of project
- g. Name and Address of referee in the client company for each referenced project (provide telephone numbers and email addresses for quick reference)

4.0 BID SUBMISSION - SUBMISSION OF BID DOCUMENTS/CLOSING DATE:

- 4.1 The Completed Technical Tender shall be bound and submitted (1 original copy and 3 photocopies) in a sealed envelope(s) and marked "Technical Tender for "Renovation of the NPFL Office Complex"" at the top left corner of the envelope(s).
- 4.2 The Technical Tender Documents shall be addressed to:
The Secretary,
Management Tenders Board,
NNPC Pension Fund Limited.
Plot 1534 Ibi Close Off Gwandu Street, Garki II, Abuja.
- 4.3 The technical bids shall be dropped at the Tender Box situated on the 3rd Floor, NPFL Office Complex, not later than 4.30 pm on the stipulated Bid Due Date.
- 4.4 The bidder is responsible for the timely submission of its bid.
- 4.5 Any bid received after the closing time and date shall be rejected.
- 4.6 All costs incurred by your company as a result of this Invitation to tender exercise and any subsequent request for information shall be to your account.
- 4.7 NPFL shall deal directly with only authorized officers of the company and not through individuals or agents.
- 4.8 All information must be provided in English Language.
- 4.9 This tender process and any related process neither creates any commitment by NPFL nor establishes any legal relationship.

5.0 BID DUE DATE

- 5.1 The "Bid Due Date" is the last date and time for the submission of the Bids.
- 5.2 For this ITT, the Bid Due Date shall be **4:30 pm on Wednesday, 13th March 2024**. This date may, however, be extended at NPFL's discretion and the new date shall then be the Bid Due Date.

6.0 CLARIFICATIONS

Contact Person(s)

All requests for clarification should be formal and sent to:
Managing Director,
NNPC Pension Fund Limited,
Plot 1534 Ibi Close Off Gwandu Street, Garki II, Abuja.

Attention: Executive Director, Investment Services