



REQUEST FOR TECHNICAL AND COMMERCIAL BID PROPOSALS

PROVISION OF CONSULTANCY SERVICES FOR SOLAR POWER INSTALLATION AND OTHER RELATED WORKS

1.0 INTRODUCTION

The NNPC Pension Fund Limited (hereinafter referred to as “NPFL” or “Owner”), intends to provide Solar power to its Office Complex.

This document is an ‘Invitation to Tender’ (ITT) for the ‘Provision of Consultancy Services for Solar Power Installation and other Related Works’ Bids will be evaluated based on the strength of Bidder’s response to this ITT.

2.0 SCOPE OF WORK

The scope of work includes the provision of Consultancy services in respect of the following:

- a. Determination of Power consumption through building load calculations.
- b. Detailed design of solar power system including but not limited to Photovoltaic Panels, Battery Storage systems, inverters etc. that supports the determined consumption.
- c. Development of detailed scope of work and design specifications for the execution of works.
- d. Collaboration with NPFL in carrying out the tendering process.
- e. Evaluation of bids and recommendations.

3.0 PREQUALIFICATION AND TECHNICAL REQUIREMENTS

Per extant laws, NPFL policies and guidelines, all interested bidders seeking to be considered must satisfy the following requirements.

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 showing ownership structure, names of major shareholders and percentage shareholding, Certified True Copy of Memorandum & Articles of Association (If in partnership with another Company) (fatal flaw).

- 3.2.2 Company's Tax Clearance Certificate (2020-2022).
- 3.2.3 Evidence of compliance with ITF, with certificate expiring December 2024.
- 3.2.4 Evidence of association with relevant regulatory bodies.
- 3.2.5 Signed company's CASHES (Community Affairs, Safety, Health, Environment and Security) Policy.
- 3.2.6 Evidence of quality assurance/quality control policies.
- 3.2.7 List of staff and personnel.

3.3 FINANCIAL REQUIREMENTS

- 3.3.1 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 Affidavit to allow NPFL verify all claims made in the submission, to allow NPFL verify that the organisation 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 and to confirm that the company is not a replacement for a hitherto tax-defaulting company.
- 3.4.2 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.
- 3.4.3 A written statement providing full names and contact addresses of current directors and beneficial owners including their email addresses, and telephone numbers.
- 3.4.4 Verifiable evidence of having successfully executed at least Five (5) similar services within the last five years by providing relevant Certificates of Completion.
- 3.4.5 Evidence of Certification/Training on Solar Power Installation and services.

4.0 COMMERCIAL REQUIREMENTS

The bidder shall provide detailed breakdown of proposed fees for consultancy services to be rendered based on the scope in 2.0 above. All prices shall be quoted in Naira.

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

- 5.1 The Completed Tender shall be bound and submitted (1 original copy and 3 photocopies) in a sealed envelope(s) and marked "Tender for Provision of Consultancy Services for Solar Power Installation and other Related Works" at the top left corner of the envelope(s).
- 5.2 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.

- 5.3 The technical bids shall be dropped in the Tender Box situated on the 3rd Floor, NPFL Office Complex, not later than 4:30 pm on the stipulated Bid Due Date.
- 5.4 The bidder is responsible for the timely submission of its bid.
- 5.5 Any bid received after the closing time and date shall be rejected.
- 5.6 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.
- 5.7 NPFL shall deal directly with only authorized officers of the company and not through individuals or agents.
- 5.8 All information must be provided in English Language.
- 5.9 This tender process and any related process neither creates any commitment by NPFL nor establishes any legal relationship.

6.0 BID DUE DATE

- 6.1 The "Bid Due Date" is the last date and time for the submission of the Bids.
- 6.2 For this ITT, the Bid Due Date shall be **4:30 pm on Friday 12th April 2024.** This date may, however, be extended at NPFL's discretion and the new date shall then be the Bid Due Date.

7.0 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: Chairman, Solar Proposal Evaluation Committee