

## **National Mathematical Centre, Abuja**

### **Expression of Interest (Eoi) for Insurance Services**

#### **1. Introduction**

The National Mathematical Centre is hereby inviting reputable and interested Insurance Underwriters or Insurance Brokers to submit Expression of Interest to render Insurance Services to the Centre,

#### **2. Scope of Service Required**

##### **(a) Insurance Brokers**

Provide Professional Insurance Brokerage Services and advice on Insurance to the Management

##### **(b) Insurance Underwriters**

The Scope of Service required is as follows:

- Fire and Special Perils
- Group Personal Accident
- Plant All Risk
- Motor insurance

#### **3. Eligibility Criteria**

- (a.) Evidence of registration with the Corporate Affairs Commission (CAC );
- (b.) Evidence of Current Firm's Tax Clearance Certificate for the last three (3) Years i.e. 2012, 2013 & 2014,
- (c.) Evidence of VAT Registration (VAT Registration Certificate);
- (d.) Compliance Certificate from National Pension Commission as Evidence of Compliance with Pension Reform Act, 2004 (Valid till 31<sup>st</sup> December, 2014);
- a) (e.) Compliance Certificate from National Industrial Training Fund as Evidence of Compliance with industrial Training Fund Amendment Act, 2011 (Valid till 31st December, 2014);

- (f.) Evidence of Registration of Firm with the relevant Professional Regulatory Bodies;
- (g.) Detailed Company Profile indicating amongst others, the area of Core competence of the firm and that of Principals (s);
- (h.) Profile (CV) of Key Management Staff Stating their Qualifications and Experiences;
- (i.) Evidence of Firm's relevant past Experiences in Insurance brokerage or Insurance underwriting,
- (j.) Firms should Indicate clearly Area (s) of Interest (Insurance Brokers or Insurance Underwriters);
- (k.) All relevant information concerning physical address, Telephone, fax, e-mail of the Company and its representative

#### **4. Submission of Expression of Interested (Eoi)**

One (1) Original and Two (2) Copies of Expression of Interest (EOI) Documents should be forwarded in sealed Envelope clearly marked "Expression of Interest for

- (a) Insurance Brokers;
- (b.) Insurance Underwriters and addressed to;

**The Registrar,  
National Mathematical Centre,  
Kaduna-Lokoja Highway,  
Sheda-Kwali, Abuja.**

All submissions should be deposited in

**Room 106, 1st Floor, Administrative Block,  
National Mathematical Centre,  
Kaduna-Lokoja High Way, Sheda – Kwali, Abuja**

within the hours of 9:00 am-3:00 pm week days **on or before Monday 4<sup>th</sup> May, 2015.**

5. Interested Insurance Brokers/Insurance Underwriters may obtain additional Information from the Procurement Unit, Room 108, 1st Floor,

Administrative Block, National Mathematical Centre, Kaduna – Lokoja high way, Sheda – Kwall, Abuja

6. Closing date and Opening of Expression of Interest (Eol)

The closing date for submission of Eol is **Monday 4th May, 2015** by **12:00 Noon**. The Documents received shall be opened on the same day (Monday 4th May, 2015), immediately after the close of submission at the Auditorium, National Mathematical Centre, Kaduna-LoKoja High Way, Sheda- Kwali, Abuja.

7. Late submission shall be rejected

8. All Bidders and/or their Representatives, relevant Professional Bodies and NGOs are invited to witness the public opening of Expression of Interest (Eol)

9. This Advertisement shall not be construed as a commitment on the part of the National Mathematical Centre to appoint any Insurance Broker/Insurance Underwriters nor shall it entitle any Bidder submitting Documents to claim an indemnity from the National Mathematical Centre.

10. Pre-qualified Insurance Brokers/Insurance Underwriters will be requested to pay N25,000.00 (Twenty-Five Thousand Naira) only non-refundable processing fee before collecting the Request for Proposal (RFP).

11. The Contract is not bound to shortlist any Brokers or Underwriter, and reserves the right to annul the selection process at any Stage without incurring any liability and assigning any reason thereof.

Successful Insurance Brokers/Insurance Underwriters will be selected in accordance with the procedures set out in the Public Procurement Act, 2007 and the Procurement Procedure manual published by the Bureau of Public Procurement (BPP)

**Signed:**

**Director/Chief Executive,**

**National Mathematical Centre, Abuja.**