

## Overview

**ENERGY COMMISSION OF NIGERIA**

**NATIONAL CENTRE FOR ENERGY RESEARCH AND DEVELOPMENT**

**UNIVERSITY OF NIGERIA, NSUKKA**

**INVITATION FOR THE EXECUTION OF 2020 APPROPRIATION BIDS (TECHNICAL AND FINANCIAL) NATIONAL CENTRE FOR ENERGY RESEARCH AND DEVELOPMENT**

### **(1) INTRODUCTION**

The National Centre for Energy Research and Development hereby invites interested and credible companies with verifiable track records of performance to submit Technical and Financial Bids of various projects of the Centre for the 2020 Fiscal Year.

### **(2) SCOPE OF WORKS/SUPPLY**

The Scope of Work/Supply are:

- Lot 1 Provision of Solar Powered Street Lights
- Lot 2 Provision of Solar Powered Borehole with overhead Tank (Plastic)
- Lot 3 Erosion Control Project for Rural Farmers
- Lot 4 Supply and Installation of 300KVA and 500KVA Transformers
- Lot 5 Training and Empowerment of Youth on Installation and Maintenance of Alternative Energy Technology
- Lot 6 Construction of 8km Road with Asphalt and Drainage
- Lot 7 Purchase of Solar Submersible Pump / Casing pipes, Solar Panels, and other materials for water for all programmes
- Lot 8 Procurement and Installation of All in One Solar Street Light

### **(3) ELIGIBILITY REQUIREMENTS**

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- (b) Evidence of Company Income's Tax Clearance Certificate for the last three (3) years valid till 31st December, 2020;
- (c) Evidence of current Pension Compliance Certificate valid till 31st December, 2020;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2020;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2020;
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2020 or valid Certificate issued by BPP.
- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the National Centre for Energy Research and Development or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
- (h) Company's Audited Accounts for the last three (3) years – 2017, 2018, 2019;
- (I) Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (j) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications (in case of construction: COREN, QSRBN, ARCON, CORBON etc.);
- (k) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- (l) List of Plants/Equipment with proof of Ownership/Lease (where applicable);

(m) Letter of Authorisation as representative of the Original Equipment Manufacturer (where applicable);

(n) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner)

(o) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

#### **(4) COLLECTION OF TENDER DOCUMENTS**

Interested companies are to collect the Standard Bidding Document (SBD) from the Office of the Secretary Procurement Unit, National Centre for Energy Research and Development, University of Nigeria, Nsukka on evidence of payment of a non-refundable tender fee of N10,000.00 per Lot, paid into the Centre for Energy Research and Development, University of Nigeria, Nsukka's Remita account in any reputable commercial bank in Nigeria.

#### **(5) SUBMISSION OF TENDER DOCUMENTS**

Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to:

**The Director**

**National Centre for Energy Research and Development**

**University of Nigeria**

**Nsukka**

and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and

drop in the designated Tender Box of the reception section of NCERD premises at Nsukka not later than **12:00 noon on Monday, 31 August, 2020.**

**(6) OPENING OF BIDS**

Only the technical bids will be opened immediately after the deadline for submission at **12:00 noon on Monday, 31 August, 2020**, at the premises of NCERD UNN in the presence of observers from private sector professional organisation and Civil Society Organisation, while the Financial bids will be kept unopened. Please, ensure that you sign the Bid Submission Register in the office of the Administrative Secretary, NCERD, UNN, as the Agency will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Administrative Secretary on 08038820317 or [ncerdunn@yahoo.com](mailto:ncerdunn@yahoo.com)

**(7) GENERAL INFORMATION**

- (a) Bids must be in English Language and signed by an official authorised by the bidder;
- (b) Bids submitted after the deadline for submission would be returned un-opened;
- (c) Bidders should not bid for more than two (2) Lots;
- (d) All costs will be borne by the bidders;
- (e) Bids opening will be in line with CoVID19 Guidelines;
- (f) Standard Bidding Documents can also be collected in Soft copies and Bidders can submit through Post (Courier Services)
- (g) Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
- (h) The National Centre for Energy Research and Development, University of Nigeria, Nsukka is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

**SIGNED:**

**DIRECTOR**

**NATIONAL CENTRE FOR ENERGY R&D**

**UNIVERSITY OF NIGERIA**

**NSUKKA**