



# **CORPORATE AFFAIRS COMMISSION**

(Established under the Companies and Allied Matters Act 1990)

PLOT 420 TIGRIS CRESCENT, MAITAMA DISTRICT

P.M.B 198 GARKI, ABUJA-NIGERIA

## **EXPRESSION OF INTEREST: DESIGN, DEVELOPMENT AND IMPLEMENTATION OF ENTERPRISE REGISTRY SOFTWARE AND PROVISION OF MANAGED DEDICATED INFRASTRUCTURE FOR THE HOSTING OF THE COMMISSION ONLINE SERVICES**

### **1.0 INTRODUCTION**

The Corporate Affairs Commission was established by the Companies and Allied Matters Act (CAMA) of 1990 to regulate and supervise the formation, incorporation, registration, management and winding of companies in Nigeria.

In compliance with the provisions of the Public Procurement Act 2007, the Commission hereby invites competent companies to submit Expression of Interest for the following projects:

<b>LOT No.</b>	<b>PROJECT TITLE</b>
Lot 1	Design, development and implementation of Enterprise Registry Software
Lot 2	Managed Dedicated Infrastructure for the Hosting of the Commission Online Services

### **2.0 ELIGIBILITY REQUIREMENTS**

Prospective bidders should submit the under-listed requirements to be eligible to participate in this procurement:-

- a. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Memorandum & Articles of Association, Forms CAC 7 & CAC 2 or Form CAC 1.1 (Certify True Copy)
- b. Evidence of payment of up to date Annual Returns to Corporate Affairs Commission (CAC);
- c. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years (2017, 2018 & 2019) expiring on 31<sup>st</sup> December, 2020, with minimum average annual turnover of ₦500 Million.
- d. Evidence of current Pension Compliance Certificate expiring on 31<sup>st</sup> December, 2020;
- e. Evidence of current Industrial Training Fund (ITF) Compliance Certificate expiring on 31<sup>st</sup> December, 2020.
- f. Evidence of current National Social Insurance Trust Fund (NSITF) Compliance Certificate expiring on 31<sup>st</sup> December, 2020.
- g. Evidence of Registration on the National Database of Contractors, Consultants and Service Providers by inclusion of Interim Registration Report (IRR) expiring on 31<sup>st</sup> December, 2020 or valid Certificate issued by the Bureau of Public Procurement (BPP);
- h. Original copy of Sworn affidavit disclosing whether or not any officer of the relevant committees of the Corporate Affairs Commission 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;
- i. Company's Audited Accounts for the last (3) years – 2017, 2018, 2019, whose turnovers must correspond with those in Tax Clearance Certificate;
- j. 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;
- k. Company's Profile with the Curriculum Vitae of key Staff to be deployed for the project, including copies of their Academic/Professional qualifications.

- l. Evidence of Firm's registration/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);
- m. Verifiable documentary evidence of at least three (3) relevant jobs executed in the last five (5) years including Letters of Awards and Job Completion Certificates;
- n. 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 authorized officer of the firm.

### **3.0 SUBMISSION OF EOI DOCUMENT**

Interested companies are to submit two (2) bound Expression of Interest (EOI) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to **The Registrar General, Corporate Affairs Commission, Plot 420 Tigris Crescent, Maitama, Abuja**, and clearly marked with the project title. Furthermore, the reverse of each sealed envelope should bear name and address of the bidder and deposited in the designated Tender Box located at **6<sup>th</sup> Floor, Registrar-General's Office, Corporate Affairs Commission, Plot 420 Tigris Crescent, Maitama, Abuja** not later than **2:00pm (Nigerian Time) on Tuesday, 25<sup>th</sup>August, 2020**.

### **4.0 OPENING OF EOI DOCUMENTS**

The EoI documents will be opened immediately after deadline for submission at **2:00pm (Nigerian Time) on Tuesday, 25<sup>th</sup>August, 2020** at the Commission's Multi-Purpose Hall, 2<sup>nd</sup>Floor, Plot 420, Tigris Crescent, Off Aguiyi Ironsi Street, Maitama Abuja. Please ensure that you sign the Bid Submission Register in the office of **The Registrar-General, 6<sup>th</sup> Floor Corporate Affairs Commission, Plot 420 Tigris Crescent, Maitama, Abuja**, as the Corporate Affairs Commission will not be held liable for misplaced or wrongly submitted bids. For further enquires, please contact the Head (Procurement) on e-mail: [procurement@cac.gov.ng](mailto:procurement@cac.gov.ng)

### **5.0 GENERAL INFORMATION**

- a. EoI must be in English Language and signed by an official authorised by the bidder;
- b. EoI submitted after the deadline for submission would be returned un-opened;
- c. All costs will be borne by the bidders;
- d. Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording with the presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency;
- e. Bidders can submit through Post (Courier Services).
- f. Only shortlisted companies will be invited at a later date for collection of Request for Proposals (RfPs);
- g. The Corporate Affairs Commission is not bound to shortlist 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**  
**REGISTRAR-GENERAL**  
**CORPORATE AFFAIRS COMMISSION**