

NIGERIA CUSTOMS SERVICE TENDERS BOARD

.....SECTION
ABIDJAN STREET (OFF SULTAN ABUBAKAR WAY)
ZONE 3, WUSE, ABUJA.



EXPRESSION OF INTREST FOR INSURANCE OF ASSETS AND LIABILITIES FOR THE YEAR 2017/2018

1.0 INTRODUCTION

In compliance with the requirements of the Public Procurement Act (2007) of the Federal Government of Nigeria, the Nigeria Customs Service is inviting competent Brokers and Underwriters to tender for the under listed Projects:

Lot No.	DESCRIPTION
1	Group Life Insurance Policy
2	Group Personal Accident Insurance Policy
3	Assets and Vehicles Insurance Policy

Interested and competent Brokers and Underwriters must be from the NCS 2016 successfully prequalified list. Service providers wishing to provide services listed under Categories above are required to submit the following documents in their technical bids, which will be subjected to verification and due diligence by the Service:

2.0 ELIGIBILITY CRITERIA

- (i) Evidence of registration with Corporate Affairs Commission (CAC) by inclusion of Certificate of incorporation.
- (ii) Evidence of compliance with Federal Inland Revenue Service by inclusion of Tax Clearance Certificate for the last three years (2015,2014 and 2013) receipts not acceptable.
- (iii) Evidence of compliance with National Pension Commission (PENCOM) Act 2014 by inclusion of Compliance Certificate.
- (iv) Evidence of compliance with Industrial Training Fund Act 2011 by inclusion of Compliance Certificate.
- (v) Evidence of registration with Bureau of Public Procurement (BPP) on the National Database of Contractors, Consultants and Service Providers.
- (vi) Evidence of financial capability supported with Bank reference and commitment from a reputable bank.
- (vii) Detailed Company profile with curriculum vitae of key Officers/Professional Personnel including photocopies of relevant professional qualifications.
- (viii) Verifiable evidence (copies of letter of awards and completion certificates) of successful completion of similar jobs in the last Five (5) years.
- (ix) Certified True Copy by NAICOM of the company's current license to operate as a Broker and Underwriter.

- (x) Published Annual Reports and Accounts (Audited) for Year 2015, 2014 and 2013. Only NAICOM Approved Audited Accounts duly stamped by NAICOM will be accepted.
- (xi) Certificate of Insurance in respect of current Professional Indemnity cover.
- (xii) Copy of Membership Certificate from Chartered Insurance Institute of Nigeria for Company's Managing Director.
- (xiii) Certificate of compliance with the provisions of the Employee Compensation Act 2010 issued by Nigeria Social Insurance Trust Fund.
- (xiv) Certificate of compliance with the provisions of the Pension Reform Act 2004 issued by National Pension Commission.
- (xv) Group Life Assurance (GLA) Current Certificate in compliance with the Pension Reform Act 2004. Evidence of Staff Strength will be obtained from GLA Certificate.
- (xvi) Maintain Adequate Professional Indemnity cover for its activities.
- (xvii) Fulfill all statutory requirements to operate as a Broker and Underwriter in Nigeria.

3.0. **COLLECTION OF BIDDING DOCUMENTS**

Interested bidders shall collect solicitation documents from the Office of Deputy-Comptroller (Procurement) room 125 at Nigeria Customs Service Headquarters. No.3 Abidjan Street, Wuse Zone 3, Abuja; on the submission of evidence of payment of a non-refundable fee of N50,000.00 (Fifty Thousand Naira) only payable on Remita platform to Nigeria Customs Service.

4.0 **SUBMISSION OF BIDDING DOCUMENTS**

The completed Technical and Financial bids are to be submitted in **TWO (2) COPIES EACH OF WHICH INCLUDES ONE (1) ORIGINAL AND ONE (1) COPY**. The documents shall be in **TWO (2) SEPARATE SEALED ENVELOPES** clearly marked with the **APPROPRIATE PROJECT TITLE AND LOT NO.** at the top right hand corner and addressed as follows:

CGC Conference room,
Left wing, second floor,
Nigeria Customs Service Headquarters
No.3. Abidjan Street Wuse Zone 3 Abuja

The document shall be deposited in tamper-proof box which shall be supplied for this purpose.

5.0 **SUBMISSION CLOSING DATE**

The closing date for submission of bids is on or before 12.00 noon 30th January 2017

6.0 **SUBMISSION OPENING DATE**

The opening date for submission of bids is on 30th January 2017 by 12.00 noon

7.0 **OTHER INFORMATION**

All enquiries should be directed to:
Office of the Deputy-Comptroller (Procurement)
Room 125, Nigeria Customs Service Headquarters.
No.3 Abidjan Street Wuse Zone 3 Abuja

8.0 **DISCLAIMER**

This announcement is published for information purposes only and does not constitute an offer by the Nigeria Customs Service Board to transact with any party for the Project, nor does it constitute a commitment or obligation on the part of the Board.

The Board will not be responsible for any costs or expenses incurred by any interested party(ies) in connection with any response to this invitation and or the preparation or submission in response to an enquiry.

The Board is not bound to shortlist any bidder and reserves the right to annul the selection process at any time without incurring any liability and assigning any reason thereof.

SIGNED:

The Secretary

Nigeria Customs Service Board