

# **NIGERIA ATOMIC ENERGY COMMISSION (NAEC)**

9, Kwame Nkrumah Crescent, Asokoro, Abuja, Nigeria.

## **REQUEST FOR EXPRESSION OF INTEREST**

### **1.0 INTRODUCTION**

- 1.1 The Nigeria Atomic Energy Commission is a national focal agency that was created by Act 46 of 1976 (as amended by Cap N91 LFN, 2004). The Commission is with the core mandate but not limited to formulate and implement the nation's atomic energy programme for the socioeconomic development of the country; to develop technical framework to harness and apply nuclear energy for peaceful uses. The Commission has some unserviceable items for disposal to the public.
- 1.2 The Commission is hereby requesting qualified and competent Auctioneers to submit expression of interest for auctioning of the items.
- 1.3 This process is to collect technical information of interested suppliers and service providers in terms of organization, capability, professionalism, experience, expertise and to shortlist the pre-qualified suppliers for the next solicitation stage.

### **2. SCOPE OF THE SERVICES**

- a. Disposal of the Commission's listed unserviceable items through auction.
- b. Carry out all pre-auction activities (advertisement, items organization, location preparation, etc.)
- c. Carry out all auction activities on the day of auction (auction management, participation record, etc.).
- d. Carry out all post auction activities (report writing, report signing, etc.)

### **3. ELIGIBILITY REQUIREMENTS**

- a. The auctioneer shall be legally authorized to perform public auctions in Nigeria and provide original written proof of this. A registration certificate of the company and/or an official auctioneering license must be provided;
- b. Evidence of Business Name or Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7, (or CAC 1.1);
- c. Evidence of Firm's Tax Clearance Certificate (or Personal Income Taxes of the Partners where applicable) for the last three (3) years valid till 31st December, 2024;
- d. Evidence of current Pension Compliance Certificate valid till 31st December, 2024;
- e. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2024;
- f. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2024;
- g. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2024 or valid Certificate issued by BPP;

- h. Evidence of Firm's registration with relevant professional regulatory body e.g., Chartered Institute of Auctioneers of Nigeria (CIAN); etc.;
- i. Sworn Affidavit: - disclosing whether or not any officer of the relevant committees of the Nigeria Atomic Energy 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; - that the Company does not have any director who has been convicted in any Country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter; - that the Company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject form of winding up petition or proceedings;
- j. Company's Audited Accounts for the last three (3) years - 2021, 2022, 2023;
- k. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications (e.g. CIAN, QSRBN, ARCON, CORBON, ICAN, ANAN, etc.);
- l. Verifiable documentary evidence of at 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;
- m. 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.

#### **4.0 SUBMISSION OF EXPRESSION OF INTEREST DOCUMENTS**

Interested firms are to submit two (2) bound of expression of interest documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to The Chairman/CEO, Nigeria Atomic Energy Commission, 9, Kwame Nkrumah Crescent, Asokoro, Abuja, Nigeria and clearly marked with (expression of interest for auctioning services, 2025). Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated Tender Box at Procurement Department, Room PR001, Nigeria Atomic Energy Commission, 9, Kwame Nkrumah Crescent, Asokoro, Abuja, not later than 11am, March 10, 2025.

#### **5.0 OPENING OF EXPRESSION OF INTEREST DOCUMENTS**

The expression of interest documents will be opened immediately after the deadline for submission 11am, March 10, 2025, in the Conference Room, 9, Kwame Nkrumah Crescent, Asokoro, Abuja in the presence of bidders or their representatives.

Please, ensure that you sign the Bid Submission Register in the office of the head of procurement, Room PR001, first floor, 9, Kwame Nkrumah Crescent, Asokoro, Abuja, as the Nigeria Atomic

Energy Commission will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head (Procurement) on [procurement@nigatom.gov.ng](mailto:procurement@nigatom.gov.ng).

#### **6.0 GENERAL INFORMATION**

- Expression of interest must be in English Language and signed by an official authorized by the bidder;
- Expression of interest submitted after the deadline for submission would be returned unopened;
- All costs will be borne by the bidders;
- Only the shortlisted firms will be contacted at a later date for solicitation;
- The Nigeria Atomic Energy 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

Management,

**Nigeria Atomic Energy Commission (NAEC)**