



FEDERAL MINISTRY OF EDUCATION
FEDERAL SECRETARIAT COMPLEX, PHASE III, AHMADU BELLO WAY, ABUJA
EXPRESSION OF INTEREST (EOI) FOR PROVISION OF CLEANING
SERVICES

The Federal Government of Nigeria has appropriated funds for the Federal Ministry of Education under 2021 Appropriation for Cleaning/Fumigation Services and Maintenance of Office Building at the Ministry Headquarters at Federal Secretariat Complex, Phase 3, Shehu Shagari Way Abuja and its Annex Building at 245 Samuel Ademulegun Avenue, Wuse Abuja. In compliance with the provisions of the Public Procurement Act, 2007 and other extant guidelines for the award of contracts in the Federal Public Service, the Ministry wishes to invite experienced and competent Service providers to submit Expression of Interest documents for the cleaning services.

2. ELIGIBILITY REQUIREMENTS

Prospective bidders must possess the under-listed requirements to be eligible in this procurement process:

- a. Evidence of Business Name or Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC7;
- b. Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the last three (3) years valid till 31st December, 2021;.
- c. Evidence of current Pension Clearance Certificate valid till 31st December, 2021;
- d. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2021;
- e. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2021;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants, and Services Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2021 or valid Certificate issued by Bureau of Public Procurement (BPP); and
- g. Evidence of similar cleaning services done.

3. SUBMISSION OF TENDER DOCUMENT

Prospective bidders are to submit their Expression of Interest for the service in sealed envelopes and clearly marked as "Expression of interest" and addressed to:

The Director Procurement,
Federal Ministry of Education Hqtrs,
Federal Secretariat, Abuja.

and drop in the designated Tender Box at the Assistant Director office (Procurement) Room 3.17 Podium L, 3rd Floor not later than **12:00 noon on Wednesday, June 30, 2021**, Please, ensure that you sign the Bid Submission Register in the Assistant Director's office (Procurement), Room 3.17 Podium L, 3rd Floor as the Federal Ministry of Education will not be held liable for any misplaced or wrongly submitted bids.

4. OPENING OF EXPRESSION OF INTEREST

The EoI documents will be opened immediately after the deadlines for submission at **12:00 noon on Wednesday, June 30, 2021** at the Deputy Director Office Room 3.14 Podium L, 3rd Floor.

5. GENERAL INFORMATION

- a. Bids must be in English Language and duly signed by an official authorised by the bidder;
- b. Bids submitted after the deadline would be returned un-opened;
- c. All costs will be borne by the bidders;
- d. Only shortlisted firms will be invited at a later date for collection of Request for Proposals;
- e. The Federal Ministry of Education is not bound to shortlist/pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liability in accordance with Section 28 of the Public Procurement Act 2007

Signed
THE PERMANENT SECRETARY
FEDERAL MINISTRY OF EDUCATION