

## **Collection of Financial Bidding Documents**

Shortlisted firms are to collect the financial bidding documents from the office of the Secretary, Public Procurement Unit, Ground Floor, Room 0.01, Energy Commission of Nigeria on evidence of payment of non-refundable fee of N10,000.00 (Ten Thousand Naira) per Lot, paid into the Energy Commission of Nigeria's Remita Account (***GIFMIS Code:1000291017***) in any Commercial Bank and collect standard Request for Proposal (RfP).

## **Submission of Request for Proposal (RfP)**

The Request for Proposal (RfP) includes both Technical bid and financial bid in two separate envelopes indicating clearly as "Technical Bid" or "Financial Bid". Thereafter, put the two (2) sealed envelopes together in a bigger sealed envelope addressed to:

***The Director General/CEO  
Energy Commission of Nigeria  
Plot 701C Central Area  
Abuja.***

and clearly marked with name of the project.

Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and dropped in the designated Tender Box at the Reception of the Energy Commission of Nigeria, Abuja not later than 10:00am, Thursday, 22<sup>nd</sup> October, 2020.

### **Opening of Bids**

The Request for Proposal (RfP) will be opened immediately after the deadline of submission 10:00am, Thursday 22<sup>nd</sup> October, 2020 at the premises of Energy Commission of Nigeria, Abuja in the presence of bidders or their representatives. Please ensure that you sign the *Bid Submission Register* at the Reception of the Energy Commission of Nigeria as the Commission will not be held liable for misplaced or wrongly submitted bids.

For further enquiries, please contact the head of Procurement on e-mail [dg@energy.gov.ng](mailto:dg@energy.gov.ng).

**Note:** Only shortlisted bidders in Category 'B' are invited to collect Request for Proposal (RfP) upon payment of non-refundable fee of N10,000.00 (Ten

Thousand Naira) only to the Treasury Single Account (GIFMIS Code:1000291067).

For collection and submission of Documents, only ten (10) bidders will be allowed to enter the Commission's premises at a time. Bidders should also note that all the guidelines put in place by the Presidential Task Force (PTF) on COVID-19 shall be strictly adhered to. These include the use of face mask, hand sanitizer and enforcement of social distancing.

In line with the Presidential Task Force (PTF) on COVID-19 guideline, the Commission will make available a link for virtual viewing of proceedings, on the Energy Commission of Nigeria website ([www.energy.gov.ng](http://www.energy.gov.ng)).

We will also ensure that relevant Civil Society Organisations and Professional Bodies are present to observe the exercise in compliance with section 19 of the PPA 2007.

Signed

**Director General/CEO**

Energy Commission of Nigeria, Abuja.