

**NIGERIAN EDUCATIONAL RESEARCH AND DEVELOPMENT COUNCIL (NERDC)
SHEDA – ABUJA
Date: 19/07/2022**

***INTERNAL / EXTERNAL ADVERTISEMENT*
INVITATION FOR EXPRESSION OF INTEREST FOR HUMAN RESOURCES
MANAGEMENT SYSTEM (HRMS)**

1.0 INTRODUCTION:

Nigerian Educational Research and Development Council (NERDC) Sheda, Abuja was established in 1988 by an enabling Degree No 53 (Now Act No 53) which merged four Educational Research and Development bodies into one organization. NERDC has the statutory responsibility to:

- ❖ Develop, review and enrich curriculum at all levels.
- ❖ Under take and promote book development and local authorship for quality assurance.
- ❖ Conduct educational research, for public policies formulation and implementation.
- ❖ Develop Nigerian language and promote other language to enhance education delivery and for public use.

1.2 In pursuit of its mandate, Nigeria Educational Research and Development Council Sheda, hereby invites interested, Competent, Experienced and Capable Consultants to submit expression of interest for Human Resource Management System:

2.0 EXPRESSION OF INTEREST

| PROJECT DESCRIPTION | |
|----------------------------|----------------------------------|
| Lot 1 | Human Resource Management System |

Interested firms are to submit both technical and financial bid based on the project SRS document to the office of the Executive Secretary, NERDC, Sheda

3.0 TECHNICAL REQUIREMENTS:

Prospective bidders must possess the under listed requirements to be eligible to participate in this Procurement;

- i. Evidence of Incorporation with CAC including form CAC1 or CAC 2 and CAC 7.
- ii. Evidence of current tax clearance for the last three (3) years (2018, 2019 & 2020) valid till 31st December 2021.
- iii. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December 2022.
- iv. Evidence of Pension Clearance Certificate valid till 31st December 2022.
- v. Evidence of Current Nigeria Social Insurance Trust Fund (NSTIF) Clearance Certificate valid till 31st December 2022.
- vi. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) valid till 31st December 2022 or valid Certificate issued by BPP.
- vii. Evidence of similar works done in the past three (3) years, copies of letters of award, certificate of completion and any other relevant information.
- viii. Company's Audited accounts for the last three (3) years 2019, 2020 & 2021.
- ix. Evidence of financial capability to execute the project by submission of reference letter from a reputable commercial bank in Nigeria indicating the wiliness to provide credit facility for the execution of the project when needed.
- x. Company's profile with the Curriculum vitae of key staff to be deployed for the project, include copies of their Academic qualifications.
- xi. Evidence of Registration with relevant regulatory professional body (CPN, NITDA).

4.0 SUBMISSION PROCEDURE

Interested firms are to submit two (2) bound of Expression of Interest (EOI) document separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to the Executive Secretary, NERDC Sheda, and dropped at box provided at the entrance of the NERDC Office; Km 135, Lokoja – Kaduna Express way, Sheda, Kwali FCT Abuja on or before 4th August 2022, 12.00 noon.

Bid opening will take place on the same day 4th August,2022 at 12.00 noon at NERDC Conference Centre Hall ; Km 135, Lokoja – Kaduna Express way, Sheda under Kwali Area Council

Signed

Executive Secretary