

NIGERIAN SECURITY PRINTING AND MINTING PLC

160 SAMUEL LADOKE AKINTOLA BOULEVARD, GARKI II, ABUJA

REQUEST FOR EXPRESSION OF INTEREST FOR THE APPOINTMENT OF INSURANCE COMPANIES/BROKERS FOR THE NIGERIAN SECURITY PRINTING AND MINTING PLC FOR 2025 AND 2026

1. INTRODUCTION

The Nigerian Security Printing and Minting Plc (NSPM plc) invites interested insurance companies and brokers registered in Nigeria, to bid as underwriter and broker respectively, for its insurance activities for the period 2024 and 2026.

2. SCOPE OF WORK

Category a: underwriters

Lot K1: Underwriters for general (non-life) business

Lot K2: Underwriters for life business

Category B: Brokers

Lot P: Brokers

3. ELIGIBILITY REQUIREMENTS

- a. Evidence of certificate of Incorporation with the Corporate Affairs Commission (CAC) including memorandum and articles of association, form CAC1.1 or CAC2 and CAC7 business name is also acceptable for brokers;
- b. Evidence of Company's Income Tax Clearance Certificate(or personal income tax clearance certificate of all the partners in case of business name) tax clearance certificate for the last three (3) years valid till 31st December 2024
- c. Evidence of pension Clearance Certificate valid till 31st December, 2024 (this requirement is only applicable to bidders whose number of staffs is 15 and above);
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate Valid till 31st December, 2024 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- e. Evidence of Nigerian social Insurance Trust Fund (NSITF) Clearance Certificate Valid till 31st December 2024;
- f. 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;
- g. Sworn Affidavit:
 - ♣ Disclosing whether or not any officer of the relevant committees of the Nigerian security printing and minting plc 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;
- h. Evidence of firm's current registration with the financial reporting council of Nigeria (FRCN);
- i. Verifiable documentary evidence of at least five (5) similar jobs executed in the last five (5) years including Letters of awards, Valuation Certificates, Job Completion Certificates and photographs of the project;
- j. Insurance underwriters:
 - i. Operational license issued by NAICOM;
 - ii. Valid and adequate re-insurance treaty arrangement and;
 - iii. Certified true copy of audited accounts for the last three (3) years 2021,2022 &

2023 approved by NAICOM;

iv. Evidence of minimum shareholder fund of ten billion naira (N10,000,000,000.00) for general business, eight billion naira (N8,000,000,000.00) for composite insurance companies

k. Insurance brokers:

i. Valid operational license certificate issued by NAICOM;

ii. Valid current professional indemnity policy with limit of indemnity not less than N10 million for protection against wrong advice

iii. Certified true copy of audited accounts for the last three (3) years -2021, 2022& 2023 approved by NAICOM

Note: All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Headed 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 Letter head 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.

Note: any company indebted to NSPM plc. In respect of all discharged claims as at 31st December 2023 need not apply

4. SUBMISSION OF EXPRESSION OF INTEREST(EOI)

Complete EOI (1 original, 2 copies) should be packaged in a sealed waxed envelope boldly marked:

"Name of the project and lot no" and addressed to:

The managing director/chief executive,
The Nigerian Security Printing and Minting PLC,
160 Samuel Ladoke Akintola Boulevard,
Garki II, Abuja.

The company's name should be written on the reverse side of the envelope and submitted not later than **12:00 noon, Tuesday, 26th November, 2024.**

5. OPENING OF EXPRESSION OF INTEREST

The EOI documents will be opened immediately after the deadline for submission at 12:00 noon Tuesday 26th November, 2024 at room 06,2nd floor, NSPM plc. Head office, 160 Samuel Akintola boulevard, garki II, Abuja.

6. GENERAL INFORMATION

a. Late submission shall be returned un-opened

b. All submissions should be arranged and numbered in the order listed above;

c. NSPM plc shall deal directly with only authorized officers of the interested companies and not through individuals or agents

d. All costs incurred by the bidders as a result of this application and subsequent request for information shall be borne by the bidder;

e. Bidders can submit through post (courier services)

f. The bids will be opened in the presence of (Civil society organizations) CSOs and professional bodies;

g. Only shortlisted firms will be invited at a later date for collection of request for proposals (RFP);

h. The NSPM plc is not bound to shortlist any bidder and reserves the right to annual

the procurement process at any time without incurring any liabilities in accordance with section 28 of the public procurement act, 2007.