

NELFUND
NIGERIAN EDUCATION LOAN FUND

INVITATION FOR THE EXPRESSION OF INTEREST (PRE-QUALIFICATION) FOR RESPECTIVE WORK AREAS

A. INTRODUCTION

The Nigerian Education Loan Fund (NELFUND), established by the Student Loans (Access to Higher Education) Act 2024 which is charged as a Corporate Body to receive, manage and Invest Funds to provide loans to Nigerians for Higher education, Vocational Training and Skills Acquisition. NELFUND is desirous to undertake pre-qualification exercise for the provision of a range of services under the year 2025 budget. Consequently, and in compliance with the relevant provisions of the Public Procurement Act. 2007, NELFUND wishes to invite competent and reputable contractors to indicate interest to pre-qualify to undertake the respective services within the work areas highlighted below.

B. SCHEDULE OF WORKAREAS:

S/N	WORK AREAS
1	Category 1: Goods LOT 1: Supply of Office Materials LOT 2: Supply of Stationeries and Computer Materials LOT 3: Other Materials and Supplies LOT 4: Supply of Office Furniture and Equipment LOT 5: Supply of Computer Equipment LOT 6: Supply of Communication Equipment LOT 7: Supply of Security and Safety Equipment LOT 8: Supply of Office Equipment LOT 9: Purchase of Vehicles Lot 10: ERP Software
2	Category 2: Works LOT 1: General Office maintenance LOT 2: Other Maintenance Services
3	Category 3: Consultancy services LOT 1: Consultancy Services on Job Portal LOT 2: Consultancy on Human Resource Services LOT 3: Financial Consultancy Services LOT 4: Audit and Monitoring Consultancy Services LOT 5: Legal Advisory Services (Litigation, Alternate Dispute Resolutions, Transactions, Awards and Legal Opinions) LOT 6: Brand and Public Relations Consultants
4	Category 4: Non-Consultancy LOT 1: Group Life Assurance LOT 2: Insurance

GENERAL REQUIREMENTS

Interested bidders who wish to participate in the procurement process of the above-listed projects must submit the following documents:

- Evidence of registration with Corporate Affairs Commission (CAC) including Forms CAC 1.1 or CAC 2 and 7. Business Name is also acceptable;
- Evidence of Interim Registration Report (IRR) valid till 31st December, 2025 or valid Certificate issued by the BPP;
- 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 (2022, 2023 & 2024) valid till 31st December, 2025;
- Evidence of Pension Compliance Certificate valid till 31st December, 2025;
- Evidence of Industrial Training Fund (ITF) compliance certificate valid till 31st December, 2025;
- Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance certificate valid till 31st December, 2025;
- Special Control Unit Against Money Laundering (SCUML) Certificate
- Company's Profile with the curriculum vitae of key personnel to be deployed for the project, including copies of their relevant Academic/Professional qualifications;
- Company's Audited Accounts for the last three (3) years duly certified by a registered auditor;
- Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

- xi. Sworn Affidavit:- disclosing whether or not any officer of the relevant committees of the Nigerian Education Loan Fund 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 is not in receivership or about to be in receivership or is a replacement for a hitherto tax defaulting company; and that none of the company's director(s) has been convicted in any country/jurisdiction for any offence relating to fraud or financial impropriety;
- xii. Verifiable documentary evidence of at least 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;
- xiii. Evidence of Company's current registration with relevant regulatory professional body(ies) such as National Information Technology Development Agency [NITDA], Nigerian Bar Association [NBA] etc;
- xiv. All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letterhead paper bearing amongst others; the Registration Number (RC) as issued by CAC, Contact Address, Telephone Number (preferably a GSM/ Mobile Number), 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.

SUBMISSION OF EOI/PRE-QUALIFICATION DOCUMENTS:

Two bound copies (one original and one copy) of the Expression of Interest (EOI) for the selected CATEGORY and LOT, accompanied by the listed documents, MUST be submitted in a sealed envelope clearly marked on the Top left corner as follows: "EXPRESSION OF INTEREST/PRE-QUALIFICATION FOR [insert category and lot number] – [insert project title]"

All EOI/PRE-QUALIFICATION documents should be arranged in the specified order and paginated before submission.

The deadline for submission is **12:00 noon on Wednesday, 11th June 2025.**

Submissions should be addressed to:

The Secretary,
NELFUND Tenders Board,
Nigerian Education Loan Fund,
House 9, Plot 103-104,
Monrovia Street,
Wuse 2, Abuja,
FCT, Nigeria.
Phone No: 07038887156
Email: Tenders@nelf.gov.ng

OPENING OF EXPRESSION OF INTEREST/ PREQUALIFICATION DOCUMENTS

The EOI and pre-qualification documents will be opened immediately after the deadline for submission at 12:00 noon on Wednesday, 11th June, 2025

IMPORTANT NOTICE:

1. Bidders should not bid for more than one (1) Lot;
2. NELFUND reserves the right to verify the authenticity of any claims made in the document(s) submitted by companies;
3. Failure to comply with the instructions and provide any required document(s) may automatically result in disqualification;
4. Submission of false documents is an offence and would lead to disqualification and prosecution;
5. Bids must be submitted in English Language and signed by an official authorised by the bidder;
6. Bids submitted after the submission deadline would be returned unopened;
7. All costs will be borne by the bidder;
8. Bidders may submit through Post (Courier Services);
9. Pre-qualification: Only pre-qualified bidders will be invited to collect tender documents;
10. Services: Only shortlisted firms will be invited at a later date for collection of Request for Proposals;
11. NELFUND is not bound to pre-qualify/shortlist 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
Secretary Tenders Board