

FINPACT CONSULTING

2 Limpopo Street, Maitama, Abuja

INVITATION TO SUBMIT EXPRESSION OF INTEREST

30th of September, 2019

Finpact Consulting is a socio-economic, financial, development, health, management and research based consultancy firm with years of experience in providing detailed, analytic, management planning, policy advice and capacity building services to public, private and local/international non-governmental organizations in Nigeria. It is a wholly indigenous firm registered in 2011 with Corporate Affairs Commission with offices across Nigeria.

Finpact Consulting invites Expression of Interest (EOI) from Companies/Service Providers for re-designing its company website.

The Expression of Interest shall be submitted as an email to
procurement@finpactconsulting.com

On the basis of the above information, Finpact Consulting will draw up the shortlist of Companies/Service Providers who will be invited to submit technical and financial proposals.

Finpact Consulting reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression at any time, without thereby incurring any liability to the affected Companies/Service Providers.

Best Regards

Procurement Department

Finpact Consulting

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Finpact Consulting invites Expression of Interest (EOI) from Companies/Service Providers for designing its website.

This document contains instructions on the preparation and submission of the Application including Annex A: Bidder's Information.

1. The Application must be submitted by email **procurement@finpactconsulting.com** no later than October 11, 2019
2. A detailed description must be provided on how the requirements specified in this document match the capability, experience, knowledge and expertise of the Company/Service Provider.
4. The Application must be submitted in the English language and in the format prescribed by Finpact Consulting. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this Request for Expression of Interest may be rejected.
5. The Application document should comprise of the following:
 - a. Cover Letter;

- b. A copy of this Request for Expression of Interest duly signed on all pages by the Company/Service Provider's Authorized Representative; and
- c. Duly Accomplished Annex A with All requested information.

6. Applications shall be evaluated in accordance with the following criteria:

a. CAPACITY

- i. The Company should be registered in Nigeria with adequate experienced staffing to implement the project.
- ii. Be available at short notice at the head office for feedback sessions

b. TRACK RECORD AND EXPERIENCE

At least five years of experience.

c. TECHNICAL EXPERTISE

Worked similar projects in the past years (at least three)

7. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.

8. The Company/Service Provider shall bear all costs associated with the preparation and submission of the Application and Finpact Consulting will not in any case be responsible and liable for the costs incurred.

9. All information given in writing to or verbally shared with the Company/Service Provider in connection with this Request for EoI is to be treated as strictly confidential. The Company/Service Provider shall not share or invoke such information to any third party without the prior written approval of Finpact Consulting. This obligation shall continue after the procurement process has been completed whether or not the Company/Service Provider is successful.

10. Finpact Consulting reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Companies/Service Providers or any obligation to inform the affected Companies/Service Providers.

ANNEX A: BIDDERS INFORMATION

TABLE 1 – GENERAL INFORMATION

1	Name of the Company	
2	Address	
3	Phone Number	
4	Fax Number	
5	Email Address	
6	Address of Other Offices, if any	
7	Name and Designation of the Contact Person	
8	Legal Status (Attach certified copies of Registration)	
9	Registration number	
10	Place of Registration	
11	Principal place of business	
12	VAT Registration number	

Provide certified copies of listed documents

TABLE 2 – COMPANY EXPERIENCE IN LAST THREE YEARS

1	Starting Month/ Year	
2	Ending Month / Year	
3	Client	
4	Description of services	
5	Contract Amount	
6	Remarks (Provide documentary evidence/links)	

TABLE 3 - COMPANY EXPERIENCE IN LAST THREE YEARS (2)

1	Starting Month/ Year	
2	Ending Month / Year	
3	Client	
4	Description of services	
5	Contract Amount	
6	Remarks (Provide documentary evidence/links)	

Please include copies of completion certificates issued by former clients and / or performance appreciation / evaluation letters from former clients providing their contact details and approval to contact them.

TABLE 4 – ONGOING CONTRACTS

1	Client	
2	Description of Contracts	
3	Location	
4	Amount	
5	% of Completion	

(Provide documentary evidence/links)

TABLE 6 – LIST OF PERMANENTLY EMPLOYED STAFF

Name:	Qualification:	Designation:	Years of Experience:
Name:	Qualification:	Designation:	Years of Experience:

Name:	Qualification:	Designation:	Years of Experience:
Name:	Qualification:	Designation:	Years of Experience:
Name:	Qualification:	Designation:	Years of Experience:

Provide an organizational chart and detailed CVs for key management and technical personnel in the Organization

ANY OTHER INFORMATION

In addition to the required information, Companies may provide brochures and other related documents

I, the undersigned, guarantee that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name/ Signature/ Date