

REQUEST FOR EXPRESSIONS OF INTEREST

(NON-CONSULTING SERVICES – FIRM SELECTION)

DEVELOPMENT BANK OF NIGERIA PLC

ASSIGNMENT TITLE: FURNISHING/INTERIOR DESIGN OF THE DEVELOPMENT BANK OF NIGERIA PLC'S HEAD OFFICE BUILDING.

REFERENCE NUMBER: DBN/HOP/FUR-ID/003

The Development Bank of Nigeria Plc (the 'Bank') is a development finance institution established to bridge the funding gap for Micro, Small and Medium Scale Enterprises (MSMEs), as well as small corporates. The Bank is owned by the Ministry of Finance Incorporated (MOFI), the Nigerian Sovereign Investment Authority (NSIA), the African Development Bank (AfDB) and the European Investment Bank (EIB).

Development Bank of Nigeria (DBN) is constructing its Head Office building in the Federal Capital Territory, Abuja, Nigeria. A green and energy-efficient office complex comprising of two-level basements, six storeys and a pent floor. The building, currently on the fifth-floor level, is expected to be complete by May 2025.

Therefore, we would require the services of a Furnishing / Interior Design firm to provide furniture and interior design for the Bank's head office building according to the drawings, and specifications, and under the supervision of the project consultants appointed by DBN.

The Bank invites eligible Furnishing / Interior design firms to submit an Expression of Interest documents in accordance with the requirements set forth below:

Minimum Qualification Criteria (without which the firm will be disqualified)

1. Evidence of a Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including form CAC1.1 or CAC2 and CAC7.
2. Evidence of the company's income Tax Clearance Certificate for the last three (3) years valid till 31st December 2022.
3. Evidence of current Pension Clearance Certificate valid till 31st December 2022.
4. Evidence of current Industrial Training Fund (ITF) compliance certificate valid till 31st December 2022.
5. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) clearance certificate valid till 31st December 2022.
6. Evidence of registration on the National Database of Federal contractors, consultants, and service providers by submission of Interim Registration Report (IRR), expiring on 31st December 2021 or valid certificate issued by the Bureau of Public Procurement (BPP).
7. Affidavit disclosing whether any officer of the relevant committees of the Development Bank of Nigeria (DBN) is a former or present director, or shareholder or has any pecuniary interest in the bidder and confirms that all information presented in its bid are true and correct in all particulars.
8. Company's audited accounts for the last three (3) years (2020, 2021, and 2022).
9. Reference letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed.
10. Company's profile with the curriculum vitae of key staff to be deployed for the project, including copies of their

academic/professional qualification.

11. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including letters of award, valuation certificates, job completion certificates, and photographs of the projects.

12. Works list of plants and equipment with proof of ownership/ Lease.

All documents must be submitted with a covering/ forwarding letter under the company/ firm's letterhead paper bearing among others, the registration number (RC) as issued by the Corporate Affairs Commission (CAC), contact address, telephone number (preferably GSM no.) and email address. The letterhead paper must bear the name and nationalities of the directors of the company at the bottom of the page, duly signed by the authorized officer of the firm.

Expressions of Interest submitted by firms in association such as Joint Ventures/Consortiums or Sub-Consultancy should include the following:

- A cover letter defining the association type.
- An agreement (or letter of intent) to form an association, signed by each member of the association.
- For Joint Venture firms, all documents which will enable an independent evaluation of each member in the Joint Venture against the eligibility criteria. For Sub-Consultancies, only the lead firm will be evaluated.

Submission of Expression of Interest.

Expressions of Interest citing the above-named assignment and the name of the firm must be delivered (2 copies) to the address below, and via email to **audit@devbankng.com** only.

Submission Deadline: 5.00 pm June 13, 2024

Hard copy address to:

Head, Internal Audit
Development Bank of Nigeria Plc.
Plot 1386A, Tigris Crescent
Maitama, Abuja.

- Please note that only shortlisted firms will be contacted. Shortlisting does not guarantee an award of a contract.
- The Bank at its discretion, reserves the right to disqualify non-compliant submission from its consideration.
- The bank will not be responsible for the cost associated with responding to this advertisement.
- Being shortlisted does not guarantee the award of the contract and the Bank reserves the right to cancel the bid process.

Further information, if required, can be obtained from the contact below during office hours 0900 to 1700 hours Monday-Friday, local time via this email address:

Procurement@devbankng.com

Expressions of interest should not exceed a maximum of 15 pages.