



**INDEPENDENT CORRUPT PRACTICES AND OTHER RELATED
OFFENCES COMMISSION (ICPC)
PLOT 802, CONSTITUTION AVENUE, CENTRAL BUSINESS AREA,
ABUJA**

**SUBMISSION OF PROPOSAL FOR THE LEASE COMMISSION'S
INTEGRITY KITCHEN**

1. INTRODUCTION

The Independent Corrupt Practices and Other Related Offences Commission wishes to invite interested, experienced and competent caterer for the lease of the integrity kitchen.

The ICPC Integrity kitchen is situated on the southern wing of the Commission. The building is housed separately from Operational building of the Commission. The facility was built in 2007 to provide food and refreshment for the staff of the Commission and servicing of meetings. The facility has the following equipment:

- i. A large hall as the service area with a sitting capacity of 50 persons
- ii. Toilet facility for both male and female
- iii. Supervisor cubicle
- iv. Cash point
- v. Service Area
- vi. Internal cooking area with slabs, shelves, store, Freezers, oven and worktops
- vii. Pantry
- viii. Outdoor cooking area with Units of Industrial gas burners
- ix. Adequate water supply
- x. Adequate power supply

2.0 SCOPE OF WORK

The scope of work to be carried out is mainly the use of the facility to provide catering services for the Commission on terms mutually agreed upon.

3. ELIGIBILITY REQUIREMENTS

- i. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC), including Forms CAC2 and CAC7.
- ii. Tax Clearance Certificate (TCC) for the last three (3) years (2019,2020 & 2021) valid till December 31st 2022.
- iii. Evidence of Safety and hygiene compliance Certificate
- iv. Verifiable evidence of similar jobs executed in the last (3) three years
- v. Any Catering Management Certification
- vi. All documents for submission must be transmitted with a covering/ forwarding letter under the Company's Letter Head Paper bearing among others: the registration number (RC) as issued to the Company by the Corporate Affairs Commission (CAC), Contact Address, telephone numbers (preferably GSM No.) and e-mail address. The cover letter (letter Head) must bear the names and the nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorized Officer of the firm.

4.0 SUBMISSION OF TENDER DOCUMENTS

Interested Bidders are to submit proposals based on the following TERMS OF REFERENCE:

- a. Introduction stating objective of the firm***
- b. Day-to-Day Management of the Canteen***
- c. Maintenance of the Facility***
- d. Cost Benefit Analysis***
- e. Staffing.***

Interested Bidders are to submit, two (2) hard copies and soft copies each of the proposal in sealed envelope addressed to Hon. **Chairman, ICPC**, Plot 802, Constitution Avenue, Central Area, Abuja and clearly marked with the name of the project.

Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in a designated box at **the HOU Procurement Office, First Floor Room 40, on or before 11:00 am on 20th September, 2022.** Please ensure that you sign Bid

Submission Register at the Office of the Secretary to the Commission, ICPC, Abuja, as the Commission will not be held liable for wrongly submitted bids.

4. OPENING OF BIDS

The opening of the bids is not open to the public and only Qualified Bidders will be contacted

5. PLEASE NOTE

- i. Bids must be in English Language and signed by an official authorized by the bidder
- ii. Late submission will be returned un-opened.
- iii. Only pre-qualified bidders will be contacted
- iv. The Commission may verify any or all the claims made by the bidders, including requesting for submission of the originals of the documents for sighting and shall disqualify any Company whose claim(s) is/are found to be false.
- v. Nothing in this advertisement shall be constructed to be a commitment on the part of ICPC to undertake the project or entitled any company to make any claim (s) whatsoever in respect of any expenses incurred in preparing a tender response.
- vi. ICPC is not bound to pre-qualify any bidder and reserves the right to cancel the process at any time without incurring liability, in accordance with Section 28 of the Public Procurement Act 2007.
- vii. Interested bidders can visit the integrity kitchen to familiarize themselves with the facility for further information.

**Signed
Management**