

INVITATION FOR PRE-QUALIFICATION FOR GROUND-HANDLING OF NIGERIAN CHRISTIAN PILGRIMS IN TURKEY, JORDAN, ISRAEL, ROME AND GREECE FOR 2024 PILGRIMAGE OPERATION

1. INTRODUCTION

- 1.1 The Nigerian Christian Pilgrim Commission (NCPC) in compliance with its statutory functions, intends to carry out the Ground-handling of Pilgrims under the 2024 Christian Pilgrimage Operations.
- 1.2 The NCPC therefore, invites interested and competent and licenced ground handlers with requisite qualification and experience to submit pre-qualification documents for Nigerian Christian Pilgrims Ground Handling Operations as follows:

2. SCOPE OF WORK

S/N	PROJECT TITLE
Lot 1	Ground-Handling Services in Jordan/Israel
Lot 2	Ground-Handling Services in Rome/Greece and Israel
Lot 3	Ground-Handling Services in Turkey/Israel

3. ELIGIBILITY REQUIREMENTS

Companies applying must partner with a Nigerian Company.

Bidders should provide the following as minimum requirement for the project:

- (a) Verifiable written evidence of ownership or partnership with the owners of Hotels & Buses including authorization for confirmation by the NCPC
- (b) Evidence of ability to make authentic Tour Schedules available before the commencement of the airlift
- (c) Evidence of Company's Registration for the Principal Partners
- (d) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Form CAC, or CAC, and CAC, Business Name with Form BN1 is also acceptable;
- (e) Evidence of filling of Company's Current Annual Returns with CAC;
- (f) Evidence of Company's Income Tax Clearance Certificates for the Last 3 years (2021, 2022 & 2023) (for Nigerian Partners) valid till 31st December, 2024, with minimum average annual turnover of \$5million USD;
- (g) Evidence of Pension Compliance Certificate valid till 31st December, 2024 (for Nigerian Partners);
- (h) Evidence of Nigeria Social Insurance Trust Fund (NSITF) valid till 31st December, 2024 (for Nigerian Partners);
- (i) Evidence of Industrial Training Fund (ITF) Compliance valid till 31st December, 2024 (for Nigerian Partners);
- (j) 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, 2024 or valid Certificate issued by BPP;
- (k) Evidence of non-indebtedness to service providers either in Nigeria or in Turkey, Jordan, Israel, Italy or Greece.
- (l) Detailed Company Profile's including C.V of Key Staff and their Academic/Professional Certificates;
- (m) Evidence of operational experience in at least five (5) jobs of similar nature and complexity executed within the last five years with verifiable letters of Contract award and certificates of job completion.
- (n) Letter for access to line of credit in the sum of \$1 million USD from a reputable bank.
- (o) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided indicating among others the Lead Partner (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);
- (p) Possession of Tour Agency/Ground Handling License.
- (q) Company's Annual Audited Account for the last 3 years (2021, 2022 & 2023);
- (r) Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Nigerian Christian Pilgrim Commission 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 no Director has been convicted in any Country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;
- that the Company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;

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

In addition, Ground Handlers are also expected to submit these documents/requirements:

- (a) Verifiable evidence of capability to procure entry visas for pilgrims to Israel/Rome and Greece (for Ground Handlers applying for Israel/ Rome and Greece);
- (b) Verifiable evidence of capability to procure entry visa for pilgrims to Israel (for Ground Handlers applying for Israel only);
- (c) Verifiable evidence of capability to procure entry visa for pilgrims to Jordan/Israel (for Ground Handlers applying for Jordan/Israel);
- (d) Verifiable evidence of capability to procure entry visa for pilgrims to Turkey/Israel (for Ground Handlers applying for Turkey/Israel);
- (e) Evidence of at least ten Holy sites you took pilgrims to in the recent past; and
- © Type of vehicles/buses for pilgrims.

3.0 SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

- 3.1 Interested bidders are to submit **three (3 hard/soft copies)** bound of Pre-qualification documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to:

**The Secretary, Tender's Board,
Nigerian Christian Pilgrims Commission,
Plot 1348 Cadastral Zone A03,
Ahmadu Bello Way, Garki 2, Abuja.**

Clearly mark with (the name of project and lot number which should not be more than two (2) locations for a bidder). Furthermore, each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box at the Conference Hall of the Commission, as NCPC will not be held liable for misplaced or wrongly submitted documents.

**The Secretary, Tender's Board,
Nigerian Christian Pilgrims Commission,
Plot 1348 Cadastral Zone A03,
Ahmadu Bello Way, Garki 2, Abuja.**

- 3.2 The closing date for submission in respect of the exercise is **12:00 noon, Monday, 11th March, 2024.**
- 3.3 The pre-qualification documents will be opened immediately after the deadline for submission at **12:00 noon, Monday, 11th March, 2024**, in the presence of all bidders or their representatives and representatives of professional bodies and Non-Governmental Organizations, at the Nigeria Christian Pilgrim Commission, Commission's Conference Room, Plot 1348 Cadastral Zone A03, Ahmadu Bello Way, Garki 2, Abuja.

- 3.4 Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tender documents.
- 3.5 Allocation of Pilgrims to the Service Providers shall be done in collaboration with the State or Sponsor
- 3.6 The Pre-qualification documents will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies; and will be covered by video recording; invitation link will be sent to bidder who chooses to join the bid opening online.

3.7 All inquiries should be directed to:

**The Secretary, Tender's Board,
Nigerian Christian Pilgrims Commission
Plot 1348 Cadastral Zone A03
Ahmadu Bello Way, Garki 2, Abuja.
Email: procurement@ncpc.gov.ng**

4.0 DISCLAIMER AND CONCLUSION

- 4.1 This announcement is published for information purposes only and does not constitute an offer by the Commission to transact with any party for the project, nor does it constitute a commitment or obligation on the part of the Commission to procure concession services.
- 4.2 The Commission will not be responsible for any costs or expenses incurred by any interested party (ies) in connection with any response to this invitation and or the preparation or submission in response to an inquiry.
- 4.3 The Nigerian Christian Pilgrim Commission is not bound to pre-qualify any bidder and reserves the right to annul the selection process at any time without incurring any liabilities and assigning any reason thereof.

Signed
Bishop Stephen Adegbite Ph.D., GPJ
Executive Secretary
Nigerian Christian Pilgrims Commission

INVITATION FOR PRE-QUALIFICATION FOR THE AIRLIFT OF CHRISTIAN PILGRIMS TO AND FROM TURKEY, JORDAN, ISRAEL, ROME AND GREECE FOR 2024 PILGRIMAGE OPERATIONS

1.0 INTRODUCTION

- 1.1 The Nigerian Christian Pilgrim Commission (NCPC) in compliance with its statutory functions, intends to carry out the airlifting of Pilgrims under the 2024 Christian Pilgrimage Operations.
- 1.2 The NCPC therefore, invites interested and competent National/International Airlines/Air carriers with qualification and experience for the airlift for Pre-qualification with the scope of services as follows:
- To airlift the Christian pilgrims using the approved aircraft, to and from Turkey, Jordan, Israel, Rome/Greece operating from designated airports in Nigeria;
 - The airlift operations shall be carried out at the under-listed Airports:
 - Nnamdi Azikiwe International Airport, Abuja;
 - Murtala Muhammed International Airport, Ikeja, Lagos State;
 - Port Harcourt International Airport, Port Harcourt, Rivers State,
 - Akanu Ibiam International Airport, Enugu, Enugu State;
 - Sir Abubakar Tafawa Balewa International Airport, Bauchi, Bauchi State;
 - Yola International Airport, Yola, Adamawa State;
 - Akwa-Ibom International Airport, Uyo, Akwa-Ibom State; and
 - Mallam Aminu Kano International Airport, Kano, Kano State.

2.0 AIRCRAFT SPECIFICATION

2.1 All interested bidders are to submit technical documents for the proposed airlift operation. The Aircraft must meet ICAO, NCAA and IATA safety requirements and are subject to pre-arrival inspection. The only specified aircraft types are as follows:

- A. Aircraft size:
(i) **Wide body**; (ii) **Glass cockpit**; (iii) **Minimum of 300 Seats per trip**;
- B. Aircraft types:
(i) **Airbus A330-300**; (ii) **A340-300**; (iii) **Boeing 747-400**; (iv) **B777-300**;
- C. Interested companies shall submit with any of the four (4) types as listed above in B (i-iv) **for both main and back-up aircraft.**

3.0 ELIGIBILITY REQUIREMENTS:

Bidders should provide the following as responsive minimum requirements for the project:

- (a) Copy of current Air Transport License (ATL)/Air Operation Permit (AOP)/Air Operators Certificate (AOC) by Nigeria Civil Aviation Authority;
- (b) Copy of Air Travel Organizer's License (ATOL) by Nigeria Civil Aviation Authority (NCAA);
- (c) Verifiable written evidence of ownership or partnership agreement with the owners of aircraft;
- (d) Evidence of Company Registration with CAC or letter of exemption from Mr. President in compliance with section 54-59, CAMA (for Nigerian Partners);
- (e) Evidence of filling of Company's Current Annual Returns with CAC;
- (f) Evidence of Pension Compliance Certificate valid till 31st December, 2024 (for Nigerian Partners);
- (g) Evidence of Nigeria Social Insurance Trust Fund (NSITF) valid till 31st December, 2024 (for Nigerian Partners);
- (h) Evidence of Industrial Training Fund (ITF) Compliance valid till 31st December, 2024 (for Nigerian Partners);
- (i) Evidence of Installation of an Aircraft Tracker/Transponder as confirmed by NCAA;
- (j) Evidence of Company's Income Tax Clearance Certificates for the Last 3 years (2021, 2022 & 2023) (for Nigerian Partners) valid till 31st December, 2024, with minimum average annual turnover of \$150million;
- (k) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including letter of Awards, Valuation Certificates and photographs of the project;
- (l) 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, 2024 or valid Certificate issued by BPP;
- (m) Detailed Company's Profile including C.V of Key Staff and their Academic/Professional Certificates;
- (n) Sworn Affidavit:
 - disclosing whether or not any officer of the relevant committees of the Nigerian Christian Pilgrim Commission 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 no Director has been convicted in any Country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;
 - that the Company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings
- (o) Reference letter from a reputable commercial bank in Nigeria, including willingness to provide credit facility for the execution of the project when needed;
- (p) For Joint Venture/Partnership, Memorandum of Understanding (MoU) indicating Lead Partner should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);
- (q) Company's Annual Audited Account for the last 3 years (2021, 2022 & 2023).
- (r) Provision of insurance which must meet the minimum third party (hull, passenger, baggage/cargo and third party) liability limit set by NCAA; and

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

4.0 SUBMISSION OF BID DOCUMENTS

- 4.1 Completed and fully packaged technical documents shall be submitted (**Three sets of hard/soft copies**) in sealed envelope and appropriately marked "PREQUALIFICATION" at the top right hand corner and the Company's name indicated at the back of the envelope and dropped in the appropriate Tender Box at the Conference Hall of the Commission, as NCPC will not be held liable for misplaced or wrongly submitted documents.

The envelope should be addressed to:

**The Secretary, Tender's Board,
Nigerian Christian Pilgrims Commission,
Plot 1348 Cadastral Zone A03,
Ahmadu Bello Way, Garki 2, Abuja.**

- 4.2 The closing date for submission in respect of the exercise is **12:00 noon on Monday 11th March, 2024.**

5.0 OPENING OF PRE-QUALIFICATION DOCUMENTS

The pre-qualification documents will be opened immediately following the deadline for submission **12:00 noon on Monday 11th March, 2024**, in the presence of all bidders or their representatives and representatives of professional bodies and Non-Governmental Organizations, at the

**Nigeria Christian Pilgrim Commission,
Commission's Conference Room,
Plot 1348 Cadastral Zone A03,
Ahmadu Bello Way, Garki 2, Abuja, FCT.**

- 4.4 Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tender documents.
- 4.5 Allocation of Pilgrims to the Service Providers shall be done in collaboration with the State or Sponsor.
- 4.6 The Technical Bids will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies; and will be covered by video recording; invitation link will be sent to bidder who chooses to join the bid opening online.
- 4.7 All inquiries should be directed to:
**The Secretary, Tender's Board,
Nigerian Christian Pilgrims Commission
Plot 1348 Cadastral Zone A03
Ahmadu Bello Way, Garki 2, Abuja.
Email: procurement@ncpc.gov.ng**

5.0 DISCLAIMER AND CONCLUSION

- 5.1 This announcement is published for information purposes only and does not constitute an offer by the Commission to transact with any party for the project, nor does it constitute a commitment or obligation on the part of the Commission to procure concession services.
- 5.2 The Commission will not be responsible for any costs or expenses incurred by any interested party (ies) in connection with any response to this invitation and or the preparation or submission in response to an inquiry.
- 5.3 In line with section 28 of the Public Procurement Act, 2007, the Commission is not bound to pre-qualify any bidder and reserves the right to annul the selection process at any time without incurring any liabilities and assigning any reason thereof.

Signed
Bishop Stephen Adegbite Ph.D., GPJ
Executive Secretary
Nigerian Christian Pilgrims Commission