



JOINT ADMISSIONS AND MATRICULATION BOARD
JAMB HEADQUARTERS, BWARI, FCT
.... enhancing Academic Excellence

INVITATION FOR EXPRESSION OF INTEREST FOR THE EXECUTION OF 2026 PROJECTS

1.1 The Joint Admissions and Matriculation Board is a Parastatal charged with the responsibility of conducting Matriculation Examination for entry into all Tertiary institutions in Nigeria and also admissions through Direct Entry method as provided by the JAMB Act 1989, Cap 193, Laws of the Federation of Nigeria.

1.2 The Board in keeping with its mandate and in compliance with the provisions of the Public Procurement Act, 2007 intends to execute the under-listed Goods, Works and Services projects.

1.3 Interested competent and eligible contractors are hereby invited to submit Expression of Interest documents for the procurement of the under-listed 2026 projects:

CATEGORY: SERVICES

LOT NO	DESCRIPTION OF CONSULTANCY SERVICES
Lot C1	Engagement of a reputable Insurance firm to serve as underwriters for the provision of Insurance coverage under the following classes i. Fire & Special Peril Insurance ii. Occupier Liability Insurance iii. Motor Vehicle Insurance iv. Group Personal Accident Insurance Comprehensive/Third Party Insurance v. Group Personal Accident (Ad-hoc Staff)
Lot C2	Engagement of Insurance Brokers for the provision of Insurance Coverage for the following classes of insurance i. Fire & Special Peril Insurance ii. Occupier Liability Insurance iii. Motor Vehicle Insurance (Comprehensive & Third party) iv. Group Personal Accident Insurance v. Group Personal Accident (Ad-hoc Staff)
Lot C3	Provision of cleaning services for the Board's National Headquarters, Test Development Department Complex/Auditorium & JAMB PTC, Kogo
Lot C4	Provision of cleaning services for the Board's Offices in South-South Geopolitical Zone
Lot C5	Provision of cleaning services for the Board's Offices in South-East Geopolitical Zone
Lot C6	Provision of cleaning services for the Board's Offices in South-West Geopolitical Zone
Lot C7	Provision of cleaning services for the Board's Offices in North-East Geopolitical Zone
Lot C8	Provision of cleaning services for the Board's Offices in North-West Geopolitical Zone
Lot C9	Provision of cleaning services for the Board's Offices in North-Central Geopolitical Zone (Excluding Headquarters)

2.0 ELIGIBILITY REQUIREMENTS

Interested bidders should submit the following documents:

- i. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC_{1.1} or CAC₂ and CAC₇. Business Name is also acceptable for Services;
- ii. 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 valid till 31st December, 2026;
- iii. Evidence of Pension Clearance Certificate valid till 31st December, 2026 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- iv. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2026 (this requirement is only applicable to bidders whose number of staff is 5 and above or the Bidder's annual turnover is ₦50m and above);
- v. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2026;
- vi. 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, 2026 or valid Certificate issued by BPP.
- vii. Sworn Affidavit disclosing:
 - a. whether or not any officer of the relevant committees of the Joint Admissions and Matriculation Board 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;
 - b. 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;
 - c. 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;
 - d. that the company does not have existing loan or financial liability with a bank, other financial institution or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months;
- viii. Company's Audited Accounts for the last three (3) years: 2023 – 2025;
- ix. Reference Letter from a reputable commercial bank in Nigeria, indicating willingness

- x. to provide credit facility for the execution of the project when needed;
- x. Company's Profile with personally endorsed Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- xi. Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects. Note: The Board will conduct physical verification of similar jobs;
- xii. For Insurance Brokers, bidders must provide evidence of:
 - (a) Valid Operational License Certificate issued by NAICOM;
 - (b) current annual Practice Licence issued by NAICOM;
 - (c) Valid and current professional indemnity policy with limit of indemnity not less than N10 million for protection against wrong advice
- xiii. For Underwriters, bidders must provide evidence of:
 - (a) Operational License issued by NAICOM,
 - (b) Valid and adequate re-insurance Treaty arrangement and;
 - (c) Certified True Copy of Audited Accounts for the last three (3) years: 2023 – 2025 approved by NAICOM
- xiv. 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;
- xv. For Provision of cleaning Services (Lots C3 to C9) bidders must provide evidence of 2026 Annual Renewal with Environmental Health Officers Registration Council of Nigeria;
- xvi. 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 Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

3.0 SUBMISSION OF EXPRESSION OF INTEREST (EOI) DOCUMENTS

Interested firms are to submit both soft copies (flash drive only) and two (2) bound EOI documents duly signed, paginated, separated by dividers and arranged as indicated in (2.0) above. The documents should be submitted in a sealed envelope and clearly marked with **the name of the service and the Lot number**, and addressed to:

The Registrar,
Joint Admissions and Matriculation Board,
National Headquarters,
Bwari-Abuja

Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box located at the Procurement Department in the National Headquarters Complex, Bwari-Abuja; not later than **12:00 noon Monday, 19th October, 2026**

4.0 OPENING OF EOI DOCUMENTS

The EOI documents will be opened immediately after the deadline for submission on **Monday 19th October, 2026 by 12:00 Noon** at the National Headquarters Complex, Bwari, FCT. Please, ensure that you sign the EOIs Submission Register in the office of Director Procurement, Room A11, Block "A", Joint Admissions and Matriculation Board, National Headquarters, Bwari, FCT; as the Joint Admissions and Matriculation Board, will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Director Procurement on e-mail – procurement@jamb.gov.ng or Phone number 08028399391

5.0 GENERAL INFORMATION

- a. Eols must be in English Language and signed by an official authorised by the bidder;
- b. Eols submitted after the deadline for submission would be returned un-opened;
- c. Bidders cannot bid for more than two (2) Lots;
- d. All costs will be borne by the bidders;
- e. The EOIs 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;
- f. Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals;
- g. The Joint Admissions and Matriculation Board (JAMB), is not bound to shortlist/pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act, 2007.

Signed
Prof. Segun Aina
Registrar/Chief Executive
JOINT ADMISSIONS AND MATRICULATION BOARD