



## NIGERIAN SECURITY PRINTING AND MINTING PLC

### INVITATION FOR PREQUALIFICATION AS JANITORIAL CLEANING CONTRACTOR

#### (i) INTRODUCTION

The Nigerian Security Printing & Minting, Plc is in the process of appointing reputable companies to provide janitorial services for its Abuja and Lagos Factories. Interested reputable cleaning companies that wish to participate in the management of the cleaning and janitorial services are hereby invited to submit both technical and financial bids simultaneously in separate envelopes.

#### (ii) NATURE OF SERVICES:

1. Cleaning of the internal premises i.e. offices, toilets, etc
2. Cleaning of external premises and ancillary buildings
3. Landscape and horticulture of external premises and perimeter fence.
4. Cleaning of internal and external premises of Staff Hospital Yaba, Lagos.

#### (iii) BID REQUIREMENT

Prospective bidders are required to submit photocopies of the following:

1. Certificate of registration with Corporate Affairs Commission
2. Company Tax Clearance Certificate for the last three (3) Years (2017, 2018 & 2019)
3. Evidence of compliance (Certificate) with Industrial Training Fund (ITF) Act No. 19 of 2011.
4. PENCOM compliance certificate
5. Evidence of Company Audited Accounts for the last Three (3) years (2017, 2018 & 2019) showing annual turnover
6. Comprehensive Company Profile including ownership structure, and management team.
7. Evidence of technical competence and relevant experience in Similar projects
8. Evidence of financial Capacity and banking support
9. A sworn affidavit disclosing whether or not any officer of the relevant committees of the Nigerian Security Printing and Minting Plc or Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and confirm that all information presented in its bid are true and correct in all particulars; that none of the Company's directors has been convicted in any law court for any criminal offence involving fraud and financial impropriety; and that the company is not in receivership, bankrupt or insolvent.

#### iv. NOTE THAT:

- a. Failure to comply with the above requirements would automatically result in disqualification.
- b. NSPMP Plc reserves the right to verify the authenticity of any of the above documents submitted by the bidder.
- c. NSPMP Plc reserves the right to reject any submission that does not meet the criteria without giving any reason to the bidder
- d. NSPMP Plc will only correspond with successful bidders.
- e. NSPMP Plc will only correspond with authorized officers of the successful bidders and not agents or persons acting on their behalf.

#### v. COLLECTION OF BID DOCUMENT;

Bid documents can be collected at the Reception Room (Gatehouse) of the Nigerian Security Printing and Minting Plc, Abuja office 160, Samuel Ladoke Akintola Boulevard within the working hours of 8.00 am to 4.30 pm and Lagos office ; 26 Ahmadu Bello way Victoria Island, Lagos.

#### vi. SUBMISSION OF BID DOCUMENTS:

Bidders shall submit the technical and financial bids simultaneously but in separate envelopes so marked. The names and mailing addresses of the applicant companies must be clearly marked on the envelop(s) bearing the submission. All applicants must provide all the information in English Language. Applications/proposals should be addressed to Managing Director/Chief Executive and MUST be submitted in sealed envelopes clearly marked "APPLICATION FOR CLEANING AND JANITORIAL SERVICES" (with a non-refundable fee of N 20,000.00 in bank draft drawn in favour of the Nigerian security printing & minting plc, delivered by hand and dropped in the designated box at the Reception Room (Gatehouse) of the Nigerian Security Printing & Minting Plc, 160, Samuel Ladoke Akintola Boulevard, Garki Abuja" on or before 12 noon, on 5th day of August 2020 and Lagos office; 26 Ahmadu Bello way Victoria Island, Lagos.

#### vii. OPENING OF SUBMISSION

Opening of the bids will commence by 12 noon on 5th day of August 2020 simultaneously in Room 06 second floor, N.S.P.M. Plc 160 Samuel Ladoke Akintola Boulevard, Garki Abuja and room 604/605 sixth floor NHQ, 26 Ahmadu Bello Way Victoria Island Lagos.

Signed: MANAGEMENT



## Mutual Benefits Assurance Plc.

RC 269637

### NOTICE OF ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN** that the 24th Annual General Meeting of Mutual Benefits Assurance Plc. will be held at **Radiason Blu Hotel, Ikeja, Lagos on Wednesday 29th July 2020 at 11.00am** to transact the following business:

#### ORDINARY BUSINESS

1. To lay before the Members, the Audited Financial Statements of the Company for the year ended 31st December 2019 together with the Reports of Directors, Auditors and Audit Committee thereon.
2. To approve the appointment of Mr Olufemi Asenuga as an Executive Director.
3. To re-elect the following Directors retiring by rotation:
  - (i) Dr Akin Ogunbiyi
  - (ii) Mr Soye Olatunji
  - (iii) Dr Eze Ebube
4. To authorize the Directors to fix the remuneration of the Auditors.
5. To elect members of the Audit Committee.

#### NOTES

**1. Compliance with COVID-19 Related Directives and Guidelines**  
In view of the ravaging COVID-19 pandemic, the curtailment measures and the guidelines in place by the Federal Government, Lagos State Government, Health Authorities and put in place by the Regulatory Agencies, particularly, the Lagos State Government prohibition of gathering of more than 20 people, and the Corporate Affairs Commission (CAC) issued Guidelines on Holding AGM of Public Companies by Proxy. The convening and conduct of the AGM shall be done in compliance with these directives and guidelines.

**2. Proxy**  
A member entitled to attend and vote at the Annual General Meeting is also entitled to appoint a proxy to attend and vote in his/her stead. A proxy need not be a member of the Company. To be valid, a proxy form must be completed and duly stamped by the Commissioner of Stamp Duties and returned to the Registrar, Meristem Registrars & Probate Services Limited, 213, Herbert Macaulay Way, Adekunle, Yaba Lagos, not less than 48 hours before the time of the meeting.

**3. Attendance by Proxy**  
In line with CAC Guidelines, attendance of the AGM shall be by proxy only. Shareholders are required to appoint a proxy of their choice from the list of nominated proxies below:

1. Dr. Akin Ogunbiyi
2. Mr. Olufemi Asenuga
3. Mr. Biyi Ashiru-Mobolaji

#### 4. Stamping of Proxy

The Company has made arrangements, at its cost, for the stamping of the duly completed and signed proxy forms submitted to the Company's Registrars within the stipulated time.

#### 5. Broadcast of the AGM

The AGM will be recorded and broadcast online. This will enable shareholders and other stakeholders who will not be attending physically to view the proceedings. The link for the AGM broadcast will be made available on the Company's website at [www.mutualng.com](http://www.mutualng.com)

#### 7. Closure of Register of Members

The Register of Members will be closed from Monday, 13th July, 2020 to Friday, 17th July, 2020, to enable the Registrar prepare for the Annual General Meeting.

#### 8. Biographical details of Directors for Election/Re-election

Biographical details of Directors seeking election/re-election are provided in the Annual Report.

#### 9. Questions from Shareholders

Shareholders and other holders of the Company's securities reserve the right to ask questions not only at the meeting, but also in writing prior to and after the meeting on any item contained in the Annual Report and Accounts. Please send all questions to [investorrelations@mutualng.com](mailto:investorrelations@mutualng.com)

#### 10. Audit Committee

In accordance with Section 359(5) of the Companies and Allied Matters Act, Cap C20, Laws of the Federation of Nigeria, 2004, any shareholder may nominate another shareholder for election as a member of the Audit Committee by giving notice in writing of such nomination to the Company Secretary at least 21 days before the Annual General Meeting.

#### 11. E-Dividend

Pursuant to the directive of the Securities and Exchange Commission, notice is hereby given to shareholders to provide account for the purpose of e-dividend/bonus. A form is included in this Annual Report & Accounts for completion by all shareholders to furnish the particulars of their accounts to the Registrars (Meristem Registrars & Probate Services Limited, 213, Herbert Macaulay Way, Adekunle, Yaba Lagos).

#### 12. Website

A copy of this Notice and other information relating to the Annual General meeting can be found on our website [www.mutualng.com](http://www.mutualng.com)

By Order of the Board

JIDE IBIYAYO  
Company Secretary  
FRC/2013/NBA/000003123  
Dated the 22ND Day of June, 2020

...creating and protecting wealth