

# INVITATION TO TENDER

## 1. INTRODUCTION

The Nigerian Content Development and Monitoring Board (NCDMB) with headquarters in Yenagoa, Bayelsa State is mandated by law to supervise, coordinate, administer, monitor and manage the development of Nigerian Content in the Nigerian Oil and Gas industry. The Board hereby invites interested reputable Companies with good track record of performance and experience to bid for the following:

## 2. SCOPE OF WORKS/SUPPLY:

The Scope of works/supply /service include the following:

No.	DESCRIPTION	LOT
1	Implementation of a Local Area Network Monitoring and Patch Management tool for the NCDMB New HQ Building	Lot C1
2	Procurement and installation of active devices at NCDMB New HQ Building	Lot C2
3	Procurement and installation of Videoconferencing and Audio Visual Equipment for meeting at NCDMB New HQ Building	Lot C3
4	Implementation of a Customer Relationship Management System	Lot C4

Further details of the scope are contained in the Standard Bidding Document for each Lot.

## 3. CONDITIONS FOR ELIGIBILITY:

All bids must be accompanied with the Following:

- Evidence of company registration with Corporate Affairs Commission (CAC) and supporting documents (Forms CAC2 and CAC7;
- Evidence of Company Income Tax Clearance Certificate for the last three (3) years (2017, 2018 & 2019) valid till 31st Dec 2020.
- Evidence of current Pension Compliance Certificate valid till 31st December, 2020;
- Evidence of current NSITF Compliance Certificate valid till 31st December 2020.
- Evidence of ITF Compliance Certificate valid till 31st December, 2020
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration

Report (IRR) expiring on 30/4/2020/ or valid certificate issued by BPP;

- Evidence of relevant DPR Permit valid till 31st December, 2020.
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- Sworn affidavit disclosing whether or not any officer of the relevant committees of the Nigerian Content Development and Monitoring Board (NCDMB) 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;
- Evidence of financial capacity to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria, including a willingness to provide credit facility for the execution of the project where necessary;
- Company Profile with list of key technical personnel of the company, the Curriculum Vitae of key staff to be deployed for the project, including copies of their academic qualifications and relevant professional certification.
- Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including letters of Awards, Valuation Certificates, Job Completion Certificates, pictures of the projects;
- List of plants/equipment with proof of ownership or valid Lease Agreement ( where applicable)
- For Joint Ventures/Partnership, Memorandum of Understanding (MoU) should be provided; (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner)
- All documents for submission must be transmitted with a Covering/Forwarding Letter under the Company 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.

## 4. COLLECTION OF TENDER DOCUMENTS

Interested Bidders are to Collect Bid documents from the Procurement Dept. upon the presentation of evidence of payment of a non-refundable tender fee of ₦10,000.00 (Ten Thousand Naira). This payment can be made via various payment channels or through any bank as Stated below: www.Remita.net – Click on Pay FGN who do you want to pay: Nigerian Content

Development and Monitoring Board. Name of Service/Purpose: Tender Fees - Paste -023200700100. Complete the form to obtain RRR Number and make payment -before the closing date on this advert.

Manager Procurement  
Nigerian Content Development and  
Monitoring Board (NCDMB)

#### 5. SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids with soft copy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter put the two sealed envelopes together in a bigger sealed envelope addressed to: **The Manager Procurement, Nigerian Content Development and Monitoring Board, Glass House, Isaac Boro Express Way, Opolo, Yenagoa, Bayelsa State** with the name of the project and Lot Number. Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box in Room 407 not later than 23<sup>rd</sup> April, 2020 at 12 noon.

#### 6. OPENING OF TENDER DOCUMENTS

The technical bid will be opened immediately after the deadline of submission, **23rd April, 2020 by 12 noon** at Room 409, 4th Floor Conference Room in the presence of bidders or their representatives, while the financial bids will be kept un-opened. Please ensure that you sign the Bid Submission Register in Room 407, 4th Floor, NCDMB Head Office, Glass House, Opolo, Yenagoa, as NCDMB will not be held liable for misplaced or wrongfully submitted bids.

For further enquiries, please contact the Manager Procurement on e-mail: [procurement@ncdmb.gov.ng](mailto:procurement@ncdmb.gov.ng).

#### 7. GENERAL INFORMATION

Bids must be in English Language and signed an official authorized by the bidder;

- a) Bids submitted after the deadline for submission would be returned un-opened;
- b) All costs will be borne by the bidders;
- c) All pre-qualified bidders will be contacted at a later date for financial bid opening while bids of un-successful bidders will be returned un-opened;
- d) The NCDMB is not bound to 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.

For further enquiry please contact the undersigned at the address indicated above

Signed