



NIGERIAN CONTENT DEVELOPMENT & MONITORING BOARD (NCDMB)

INVITATION FOR EXPRESSION OF INTEREST

1. INTRODUCTION

The Nigerian Content Development and Monitoring Board (NCDMB), Yenagoa, Bayelsa State is mandated by the law to supervise, coordinate, administer, monitor and manage the development of Nigerian Content in the Nigerian oil and gas industry. In line with its mandate, the Board facilitated the establishment of a Subsea Learning Centre as part of measures to close technology and skill gaps in Subsea Operations in the Nigerian oil and gas industry. In view of the foregoing, the Board is seeking a reputable firm to be engaged as an Administrator for the Subsea Learning Centre located at the Nigerian Content Tower, Yenagoa, Bayelsa State.

2. SCOPE OF SERVICE

DEVELOPMENT OF SUSTAINABLE PLAN FOR THE CENTRE AND PROVISION OF GENERAL ADMINISTRATION THAT WILL ENSURE OPTIMAL UTILIZATION OF THE FACILITY

3. CONDITIONS FOR ELIGIBILITY

All bids must be accompanied with the following:

- i) Evidence of company registration with the Corporate Affairs Commission (CAC), including Forms CAC2 and CAC7.
- ii) Evidence of Company Income Tax Clearance for the last three (3) years valid till 31st December, 2021.
- iii) Evidence of current Pension Compliance Certificate valid till 31st December, 2021.
- iv) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2021.
- v) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2021.
- vi) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring 31st December, 2021 issued by BPP.
- vii) 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.

- viii) Company's Audited Accounts for the last three years (2018, 2019, 2020).
- ix) Evidence of relevant DPR Permit valid till 31st December, 2021.
- x) 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.
- xi) Company Profile with list of technical personnel of the company, the curriculum vitae of key staff to be deployed for the project, including copies of their academic/professional qualifications.
- xii) Evidence of in-depth knowledge of Subsea operations.
- xiii) Evidence of running a training centre.
- xiv) Evidence of quality teaching instructors.
- xv) Evidence of membership of Oil and Gas Trainers Association (OGTAN).
- xvi) All documents for submission must be transmitted with a covering/forwarding letter under the company's letterhead 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. SUBMISSION OF Tender DOCUMENTS

Prospective bidders are to submit one (1) original and two (2) copies of the Expression of Interest, packaged separately in sealed envelopes and clearly marked as Expression of Interest. Thereafter, put the three sealed envelopes together in a bigger sealed envelope, addressed to: **The Manager Procurement, Nigerian Content Tower, Ox-bow Lake, Yenagoa, Bayelsa State** 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 the designated Tender Box on Floor 14 not later than **Monday 21st February, 2022 at 12 noon.**

5. OPENING OF BID

The bid will be opened immediately after the deadline of submission, **Monday 21st February, 2022** by 1pm in 14th Floor Conference Room, in the presence of bidders or their representatives. Please, ensure that you sign the Bid Submission Register in Procurement Department, 14th Floor, NCDMB Headquarters Office, Ox-bow Lake, Swali, Yenagoa, Bayelsa State, as NCDMB will not be held liable for misplaced or wrongfully submitted bids.

For further enquiries, please contact the Manager Procurement on e-mail: kingdom.unwene@ncdmb.gov.ng

6. GENERAL INFORMATION

- a. Bids must be in English and signed by an official authorized by the bidder.
- b. Bids submitted after the deadline for submission would be returned un-opened.
- c. All costs will be borne by the bidders.
- d. Only prequalified bidders at technical evaluation will be invited at a later date for Request for Proposal & financial bid opening, while the financial bids of unsuccessful bidders will be returned un-opened.
- e. Nigerian Content Development and Monitoring Board (NCDMB) is not bound to prequalify any bidder and reserves the right to annul the procurement process at any time without incurring any liability, in accordance with Section 28 of the Public Procurement Act 2007.

Signed

**Manager Procurement
Nigerian Content Development and
Monitoring Board (NCDMB)**

7th February, 2022.