



# NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD (NCDMB)

## INVITATION TO TENDER

The Nigerian Content Development and Monitoring Board (NCDMB), Yenagoa, Bayelsa State hereby invites interested reputable Companies with good track record of performance and experience to bid for the Coordination of the Media Engagement and Television Appearances by the Executive Secretary for Quarter 2 2020.

### SCOPE OF SERVICE:

- ❖ Coordination of Executive Secretary's appearance on NTA's Good Morning Nigeria, Arise TV Morning Show and Channels TV Sunrise Daily
- ❖ Planning & Coordination of Press conference
- ❖ Coordination of Coverage and Broadcast of news reports on 9 electronic media
- ❖ Payment of applicable news airtime costs on 1 international and 8 national electronic media outfits
- ❖ Invitation, coordination and logistics of print journalists from 16 media outfits
- ❖ Media monitoring and compilation of media reports

### CONDITIONS FOR ELIGIBILITY

All bids must be accompanied with the following:

- I. Evidence of company registration with Corporate Affairs Commission (CAC) and support documents showing that the ownership of the company is 51% owned by a Nigerian(s)
- II. Evidence of current three (3) years Tax Clearance Certificate expiring 31st Dec, 2019.
- III. Evidence of VAT Registration (FIRS) and remittance to relevant authority.
- IV. Tax Identification Number (TIN).
- V. Evidence of registration as contractor with BPP – Interim Registration Report.
- VI. Evidence of having successfully carried out similar service.
- VII. Evidence of Fiscal obligations and social security contributions such as Pensions Compliance

Certificate, ITF Fund remittance certificate as applicable.

- VIII. Affidavit declaring the Bidder free of pecuniary interest, falsification and prior conviction of any of the Directors.
- IX. Evidence of Financial capability
- X. Evidence of registration with NIPR or APCON

### SUBMISSION

All bids are to be submitted not later than 11.00 hrs, Thursday, 21<sup>st</sup> May, 2020 in a wax sealed **Organization of Media Engagement & TV Appearances for Q2, 2020** and addressed to:

**The Manager,  
Procurement Department  
Nigerian Content Development and Monitoring Board,  
NCDMB Headquarters, Isaac Boro Expressway,  
Opolo – Yenagoa**

The tender documents must be **duly signed** and dropped in the tender box at the Head office, Yenagoa. Any bid submitted after the deadline specified above stands automatically disqualified

### OPENING OF TENDER

**Tender will be opened immediately on Thursday, 21<sup>st</sup> May, 2020 by 12noon.**

### SIGNED

**Manager, Procurement Unit  
NCDMB,  
12<sup>th</sup> May, 2020**

Disclaimer: Submission of bids shall not guarantee contract award neither shall NCDMB be liable to any responsibility or cost incurred in the process