



Nigerian Content Development and Monitoring Board (NCDMB)

NCDMB CORPORATE HEADQUARTERS: NIGERIAN CONTENT TOWER OX-BOW LAKE, SWALI, PMB 10, YENAGOA BAYELSA STATE



INVITATION TO ITT/ EXPRESSION OF INTEREST



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/consultants with good track record of performance and experience, to bid for:

Category A: Invitation to Tender (ITT)

NO	DESCRIPTION	LOT
1	Construction of Recreational Area at the NCDMB NOGAPS Industrial Park at Emeyal-1, near Otuoke, Ogbia LGA, Bayelsa State.	Lot R1
2	Construction of Recreational Area at the NCDMB NOGAPS Industrial Park at Odukpani, Cross River State.	Lot R2
3	Provision of Facility Management Works and Services at the NCDMB NOGAPS Industrial Park at Emeyal-1, near Otuoke, Ogbia LGA, Bayelsa State.	Lot R3
4	Provision of Facility Management Works and Services at the NCDMB NOGAPS Industrial Park at Odukpani, Cross River State.	Lot R4

Further details of the scope shall be contained in the Standard Bidding Document (SBD).

Category B: Expression of Interest (EOI)

NO	DESCRIPTION	LOT
1	Provide Civil/Structural Engineering Consultancy Services for the construction of 204-room NCDMB Conference Hostel Building at Swali, Yenagoa, Bayelsa State.	Lot R5
2	Provide Mechanical (and Plumbing) Engineering Consultancy Services for the construction of 204-room NCDMB Conference Hostel Building at Swali, Yenagoa, Bayelsa State.	Lot R6
3	Provide Electrical/ICT Engineering Consultancy Services for the construction of 204-room NCDMB Conference Hostel Building at Swali, Yenagoa, Bayelsa State.	Lot R7
4	Provide Quantity Surveying Consultancy Services for the construction of 204-room NCDMB Conference Hostel Building at Swali, Yenagoa, Bayelsa State.	Lot R8

Further details of the scope shall be contained in the Request for Proposals (RFP).

2. CONDITIONS FOR ELIGIBILITY:

Interested firms should submit the following as a minimum:

- 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 (2019, 2020, 2021) valid till 31st December 2022.
- Evidence of current Pension Compliance Certificate valid till 31st December, 2022.
- Evidence of current NSITF Compliance Certificate valid till 31st December 2022.
- Evidence of current ITF Compliance Certificate valid till 31st December 2022.
- Evidence of relevant DPR/NUPRC/NMDPRA Permit valid till 31st December, 2022
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2022, or valid certificate issued by BPP.
- 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.
- Company's Audited Accounts for the last three years (2019, 2020, 2021).
- 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 a 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 (where applicable).

- For Joint Ventures/Partnership, Memorandum of Understanding (MoU) should be provided.
- All documents for submission must be transmitted with a Covering/Forwarding Letter under the Company 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.

3. COLLECTION OF TENDER DOCUMENTS (For Category A Lots - ITT only)

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.

4. SUBMISSION OF TENDER DOCUMENTS (For Category A Lots-ITT only)

Prospective bidders are to submit bid for each of the Lot desired, two (2) bound copies of a signed application letter and supporting 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, which must be clearly marked ITT FOR (State the name of the Project and the LOT number), addressed and submitted to the office of:

**The Manager,
Procurement Department,
Nigerian Content Development and Monitoring Board,
Nigerian Content Tower,
Ox-Bow Lake, Swali, Yenagoa,
Bayelsa State, Nigeria.**

Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated address not later than **Monday 16th May, 2022 by 12.00 noon.**

Kindly note that submission of Financial bid is not applicable for Category B Lots (EOIs) at this stage. Hence, for Category B Lots, only Technical submission is required.

5. OPENING OF TENDER DOCUMENTS (For Category A Lots-ITT only)

All received ITT documents for lots under Category A (ITTs) will be opened immediately after the deadline of submission on **Monday 16th May, 2022 by 12.00 noon** at Nigerian Content Tower, 14th floor in the presence of bidders or their representatives, while the financial bids will be kept unopened.

6. SUBMISSION OF TENDER DOCUMENTS (For Category B Lots-EOI only)

Interested firms in services are to submit the Expression of Interest (EOI) for each of the lot desired in two (2) hard copies each (one original and one copy). The EOI should be addressed as indicated above and submitted not later than **Monday 25th April, 2022 by 12.00 noon.**

7. OPENING OF TENDER DOCUMENTS (For Category B Lots-EOI only)

- The date for the closing of submission and opening of documents for Technical Bids are described below (Financial Bids will be kept aside and opened after Technical Evaluation)
- EOI will be opened at **12.00 noon on Monday 25th April, 2022** at the above address (Prequalified companies will be invited to collect RFP's and submit within the entire advert period)
- Technical Bids and Proposal will be opened immediately after the deadline for submission at **12.00 noon Monday 6th June, 2022** at the above address.

Note: Please ensure that you sign the Bid Submission Register at the Procurement Department, as NCDMB will not be held liable for misplaced or wrongfully submitted bids.

8. GENERAL INFORMATION

- Bids must be in English Language and signed by an official authorised by the bidder.
- Bids submitted after the deadline for submission would be returned un-opened.
- All costs will be borne by the bidder.
- Note that only pre-qualified bidders shall be invited to collect the bid documents.
- A company CANNOT bid for more than two (2) Lots.
- 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.

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