



**NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD**

**SERVICES RENDERED**

	The service that is rendered to the customer by NCDMB	The specific obligation the customer must meet to entitle them to this service	Timelines for Delivery of service upon fulfilment of customer obligation	APPLICABLE FOR DELIVERY OF SERVICE BY	Website link / Email for further information on service requirements
S/NO	SERVICES RENDERED TO CUSTOMER	REQUIRED DOCUMENTS FROM CUSTOMERS FOR SERVICE	SERVICE DELIVERY TIMELINES	FEES	WEBSITE LINK / Email FOR SERVICES REQUIREMENTS/ EMAIL
<b>SERVICES RENDERED BY PROJECTS CERTIFICATION &amp; AUTHORIZATION DIVISION</b>					
1	Contract Strategy/ Bidders list (Sole Source/Selective Approval)	Contracting Strategy/Procurement Plan	Ten Working days	No fees	<a href="mailto:pcad-enquiries@ncdmb.gov.ng">pcad-enquiries@ncdmb.gov.ng</a>
2	Nigerian Content Plan document Review and Certification	Nigerian Content Plan	Thirty Working days	No fees	<a href="mailto:pcad-enquiries@ncdmb.gov.ng">pcad-enquiries@ncdmb.gov.ng</a>
3	Advert document Review and Certification	Advert	Ten Working days	No Fees	<a href="mailto:pcad-enquiries@ncdmb.gov.ng">pcad-enquiries@ncdmb.gov.ng</a>
4	Technical ITT Documents Review & Certification	ITT/Tender Document	Ten Working days	No Fees	<a href="mailto:pcad-enquiries@ncdmb.gov.ng">pcad-enquiries@ncdmb.gov.ng</a>
5	Technical Evaluation Criteria Review & Certification	TEC	Eight Working days	No Fees	<a href="mailto:pcad-enquiries@ncdmb.gov.ng">pcad-enquiries@ncdmb.gov.ng</a>
6	Technical Evaluation/Issuance Report/Bidders list Approval	Bid Document/Clarification Documents	Twenty five Working days(after receipt of bid download and conclusion of facility visit if any) Five working days (for NCDMB revised technical evaluation report after receipt of clarification document)	No Fees	<a href="mailto:pcad-enquiries@ncdmb.gov.ng">pcad-enquiries@ncdmb.gov.ng</a>
7	Commercial ITT/Template documents Review & Certification	ITT/Template	Eight Working days	No Fees	<a href="mailto:pcad-enquiries@ncdmb.gov.ng">pcad-enquiries@ncdmb.gov.ng</a>
8	Commercial Evaluation/Issuance of Report	Bid Documents/commercial summary Sheets	Fifteen Working day (after issuance of Commercial evaluation summary sheet)	No Fees	<a href="mailto:pcad-enquiries@ncdmb.gov.ng">pcad-enquiries@ncdmb.gov.ng</a>
9	Nigerian Content Compliance Certificate Review & Approval	Nigerian Content Compliance Certificate	Fifteen Working days	No Fees	<a href="mailto:pcad-enquiries@ncdmb.gov.ng">pcad-enquiries@ncdmb.gov.ng</a>
<b>SERVICES RENDERED BY DIRECTORATE OF PLANNING, RESEARCH AND STATISTICS</b>					
10	Company Registration on the NOGIC JQS portal /other support services	1. Formal Letter of Intent to Executive Secretary 2. Certificate of Incorporation 3. A valid DPR Permit 4. Forms C02 & C07 5. Corporate Email Address 6. Corporate Office Address 7. Phone Number and 8. B.C Number	Three Working days	No Fees	<a href="mailto:support@nogicjqs.com">support@nogicjqs.com</a>

11	Expatriate Quota Applications Processing	<ol style="list-style-type: none"> <li>1. Formal letter to the Executive Secretary</li> <li>2. Employment Commitment and Succession Plan.</li> <li>3. Job descriptions and Qualifications.</li> <li>4. Complete Company Organogram with names of staff occupying management positions.</li> <li>5. Training Plan /Schedule for Nigerian Staff.</li> <li>6. Nigerians on cross posting / Exchange programs.</li> <li>7. Current projects being carried out by the company.</li> <li>8. Proof of expatriate registration with professional bodies in Nigeria.</li> <li>9. NOGIC JQS UPLOAD and completely filled out Expatriate Quota Forms.</li> <li>10. List of Nigerian and expatriate staff employed by the Company.</li> <li>11. List of Biometric Data Capture for staff.</li> </ol>	Forty-five Working days	No Fees	<a href="mailto:egapplications@ncdmb.gov.ng">egapplications@ncdmb.gov.ng</a>
12	Temporary Work Permit Processing	<ol style="list-style-type: none"> <li>1. Application letter to Executive Secretary</li> <li>2. Scope of work to be done, location</li> <li>3. NOGIC JQS UPLOAD (Registration on the portal)</li> <li>4. Job description for each position</li> <li>5. Copy of Bio-data page of the expatriate.</li> <li>6. A letter of invitation from the applicant company bearing all immigration responsibility.</li> <li>7. Evidence of signed Contract documents.</li> <li>8. List of Nigerians to understudy the expatriate.</li> </ol>	Fifteen Working days	No Fees	<a href="mailto:egapplications@ncdmb.gov.ng">egapplications@ncdmb.gov.ng</a>
13	Expatriate Biometric Capture	<ol style="list-style-type: none"> <li>1. Schedule a date for biometric capture</li> <li>2. Expatriate physical presence.</li> <li>3. Populated Expatriate Biometric Data Capture form.</li> <li>4. International passport ( information &amp; current Entry Visa Page).</li> <li>5. Company ID Card.</li> <li>6. Expatriate Quota Approval from Federal Ministry of Interior (FMI) and NCDMB</li> <li>7. Expatriate Residence permit and / or CERPAC.</li> </ol>	Three Working days	No Fees	<a href="mailto:biometrics@ncdmb.gov.ng">biometrics@ncdmb.gov.ng</a>
<b>SERVICES RENDERED BY CAPACITY BUILDING DIVISION</b>					
14	Nigerian Content Training Plan review and approval	Nigerian Content Training Plan	Five Working Days	No Fees	<a href="mailto:hcd@ncdmb.gov.ng">hcd@ncdmb.gov.ng</a>
15	Nigerian Content Equipment Certificate (NCEC)	<ol style="list-style-type: none"> <li>1. Online application through NOGICJQS Portal</li> <li>2. Upload of CAC Form C02 /C07</li> <li>3. Relevance Valid DPR Permit</li> <li>4. List of Equipments Ownership Status</li> <li>5. Evidence of Ownership of Equipment</li> <li>6. Evidence of Land / Facility ownership.</li> <li>7. Memorandum of Agreement.</li> <li>8. Evidence of Facility certification e.g ASNT, SON, ISO etc</li> <li>9. Evidence of Current tax certificate</li> <li>10. Evidence of Nigerian Bank account</li> </ol>	Thirty Working days	No Fees	<a href="#">NOGICJQS Portal</a> _____ <a href="mailto:nceapplications@ncdmb.gov.ng">nceapplications@ncdmb.gov.ng</a>
16	Marine Vessel Categorization	<ol style="list-style-type: none"> <li>1. Online registration through the NOGICJQS Portal.</li> <li>2. Bill of Sale</li> <li>3. Purchase Receipt</li> <li>4. NIMASA Vessel</li> <li>5. Registration Certificate</li> <li>6. Builders Certificate, Etc</li> <li>7. Custom Duty payment, Etc</li> </ol>	Thirty Working days	No Fees	<a href="mailto:info@ncdmb.gov.ng">info@ncdmb.gov.ng</a>
<b>SERVICES RENDERED BY NIGERIAN CONTENT DEVELOPMENT FUND (NCDF)</b>					
17	Issuance of e-acknowledgement receipt for NCDF remittance	<ol style="list-style-type: none"> <li>1. Evidence of remittance of 1% NCDF to the BOARD</li> <li>2. CBN TSA Account</li> </ol>	First Week of the Next month after remittance	No Fees	<a href="mailto:ncdf@ncdmb.gov.ng">ncdf@ncdmb.gov.ng</a>

18	Investment with NCDMB	1. Investment should be inline with the investment policy and guidelines for NCDMB 2. Relevant Documentations as approved by the Board and stipulated at the website	Three Months	No Fees	<a href="http://www.ncifportal.boi.ng">www.ncifportal.boi.ng</a>
19	NCDF remittance technical support to companies to enable payment of 1% NCDF on the Remita platform	An email from the customer requesting for assistance when experiencing difficulty in uploading payment on the Remita platform	Three Hours	No Fees	<a href="mailto:ncdf@ncdmb.gov.ng">ncdf@ncdmb.gov.ng</a>
<b>SERVICES RENDERED BY MONITORING AND EVALUATION DIRECTORATE</b>					
20	Stakeholders engagement /workshop	Email or Letter requesting for guidance	Five Working days	No Fees	<a href="mailto:med_monitoring@ncdmb.gov.ng">med_monitoring@ncdmb.gov.ng</a>
21	Guidance on filling monitoring template	Email or Letter requesting for guidance	Two Working days	No Fees	<a href="mailto:med_monitoring@ncdmb.gov.ng">med_monitoring@ncdmb.gov.ng</a>
22	Review of Statutory Reports	Submission of statutory (Report Quarterly)	Five Working days	No Fees	<a href="mailto:med_monitoring@ncdmb.gov.ng">med_monitoring@ncdmb.gov.ng</a>
23	Nigerian Content Performance review meeting	Submission of Documents (Statutory Reports/ Presentation on NC activities)	Ten Working days	No Fees	<a href="mailto:med_monitoring@ncdmb.gov.ng">med_monitoring@ncdmb.gov.ng</a>
24	Sensitization on compliance and enforcement templates	Formal letter addressed to the Executive Secretary seeking for sensitization of the company on the Board's compliance and enforcement template	Ten Working days	No Fees	<a href="mailto:med_monitoring@ncdmb.gov.ng">med_monitoring@ncdmb.gov.ng</a>
25	Expatriate Quota Performance Review Meeting	Deployment of Expatriate in the Nigerian Oil & Gas Industry and Submission of Documents (EQ approvals, Succession Plan and Understudy Progress Report)	Ten Working days	No Fees	<a href="mailto:med_monitoring@ncdmb.gov.ng">med_monitoring@ncdmb.gov.ng</a>
26	Request for reporting template	Letter or Email requesting for templates	One Working day	No Fees	<a href="mailto:med_monitoring@ncdmb.gov.ng">med_monitoring@ncdmb.gov.ng</a>
27	Intervention Monitoring ( petition/complaints to the Board)	Petition/complaints letter addressed to the Executive Secretary	Fifteen Working days	No Fees	<a href="mailto:info@ncdmb.gov.ng">info@ncdmb.gov.ng</a>
28	Whistle Blower Alerts	1. Information and notification of violations of the provision of the NOGICD Act,2010 (can be sent anonymously) 2.Review by the Board anonymously	One Working day	No Fees	<a href="mailto:info@ncdmb.gov.ng">info@ncdmb.gov.ng</a>
29	Monitoring of Investment Commitments at the back of Nigerian Content Equipment Certificate (NCEC)	1. Completed NCEC compliance monitoring templates showing level of Investment commitment 2. Completed NCEC compliance monitoring checklist showing the necessary required documents 3. Copies of all documents stated in the two templates above	Fifteen Working days	No Fees	<a href="mailto:med_monitoring@ncdmb.gov.ng">med_monitoring@ncdmb.gov.ng</a>
30	Implementation of Nigerian Content Non Compliance Remediation (NCNC-Rem) Trainings and Capacity Development Initiatives (CDIs)	1. Submission of NCNC-Rem Proposal (Trainings and CDIs) 2. Completed NCNC-Rem review and compliance monitoring templates	Fifteen Working days	No Fee	<a href="mailto:med_monitoring@ncdmb.gov.ng">med_monitoring@ncdmb.gov.ng</a>
31	Monitoring of legal services, Insurance service and Financial service reports	1. Completed Legal, Insurance and Financial service (LIF) compliance monitoring templates showing level of NC commitments achieved for the period under review 2. NCDMB return comment sheets for reports insufficient for review 3. Attached Copies of all documents stated in the three (3) templates above	Five Working days	No Fees	<a href="mailto:med_monitoring@ncdmb.gov.ng">med_monitoring@ncdmb.gov.ng</a>
32	Monitoring of Procurement services below \$1M	1. Completed Procurement services/ material compliance monitoring templates showing level of NC commitments achieved for the period under review 2. Attached Copies of all documents stated in the three (3) templates above	Five working days	No fees	<a href="mailto:med_monitoring@ncdmb.gov.ng">med_monitoring@ncdmb.gov.ng</a>
33	Monitoring of Marine services report	1. Completed Marine services compliance monitoring templates showing level of NC commitments achieved for the period under review 2. Attached Copies of all documents stated in the templates above	Five working days	No fees	<a href="mailto:med_monitoring@ncdmb.gov.ng">med_monitoring@ncdmb.gov.ng</a>
<b>SERVICES RENDERED BY ZONAL COORDINATION AND CORPORATE COMMUNICATION DIVISION</b>					
34	Conflict resolution between Host Communities and Companies / Contractors	Petition /Complaint Letter to the Executive Secretary	Fifteen Working days	No Fees	<a href="mailto:info@ncdmb.gov.ng">info@ncdmb.gov.ng</a>

35	Verification of Host Communities Contractor	1. Letter to the Executive Secretary, 2. Letter of identification from community Head 3. Letter of identification from LGA Chairman 4. Form Co2, Co7, DPR Registration 5. Nipex Tax Clearance VAT 6. Company Profile 7. Company Organogram 8. Staff CVs, Etc	Ten Working days	No Fees	<a href="mailto:info@ncdmb.gov.ng">info@ncdmb.gov.ng</a>
<b>SERVICES RENDERED BY STRATEGY AND TRANSFORMATION PROJECTS DIVISION / COMMERCIAL VENTURES</b>					
36	Enquiry on Board's special projects (not related to tender) such as NOGAPS Industrial Parks, NCDMB Gas Hub, 10-year Roadmap, etc	1. Letter stating request; functional email address (official email address if request is from an organization) for reply	Ten Working days	No Fees	<a href="mailto:info@ncdmb.gov.ng">info@ncdmb.gov.ng</a>
37	Request for partnership with the Board on establishment of Hydrocarbon processing facilities/ infrastructure	1) Letter stating request for investment partnership; 2) Functional physical and email address (official email address if request is from an organisation) for reply; 3) Detailed project scope; 4) Block diagram / layout diagram; 5) Location map; 6) FEED package (as applicable); 7) L2 / L3 Cost Estimation -Breakdown; 8) Financial Appraisal Summary and Financial Model (in excel- USD and NGN version); 9) Project Execution Strategy / Plan; 10) EPC Agreements; 11) Local Content Scope/jobs created; 12) Project Schedule (inclusive of financial close milestones); 13) Copy of Regulatory permits/ Consents / Agreements Secured; 14) Land C of O / Agreement; 15) Copy of Certificate of Incorporation' 16) Risk Assessment Register; 17) Funding Structure: Debt / Equity /Project finance. Etc; 18) Evidence of Investors Funding commitments and their equity stake where applicable; 19) Copy of 3rd party Agreement(s) - feedstock, Products off-take,etc; 20) Operations Philosophy; 21) Investment request and equity offering to NCDMB; 22) Any other information in support of request.	Twenty Working days from receipt of letter of request (thereafter, project promoter will receive letter and / or email of rejection or invitation to make a presentation to the Board	No Fees	<a href="mailto:info@ncdmb.gov.ng">info@ncdmb.gov.ng</a>
<b>SERVICES RENDERED BY PROCUREMENT DIVISION</b>					
	Placement of advert and response from the public	Submission of mandatory eligibility requirements as advertised	Six weeks	Depends on the type of advert	<a href="mailto:info@ncdmb.gov.ng/procurement@ncdmb.gov.ng">info@ncdmb.gov.ng/procurement@ncdmb.gov.ng</a>
38	Evaluation of Technical Tender Documents	Submission of mandatory eligibility requirements as advertised	Three to five working days	No Fees	<a href="mailto:info@ncdmb.gov.ng/procurement@ncdmb.gov.ng">info@ncdmb.gov.ng/procurement@ncdmb.gov.ng</a>
39	Evaluation of Commercial Tender Documents	Submission of Commercial Bid	Three to five working days	No fees	<a href="mailto:info@ncdmb.gov.ng">info@ncdmb.gov.ng</a>
40	Issuance of Expression of Interest	Same requirement as in Nos 43	Five to Ten working days	No Fees	<a href="mailto:info@ncdmb.gov.ng/procurement@ncdmb.gov.ng">info@ncdmb.gov.ng/procurement@ncdmb.gov.ng</a>
41	Request for Proposal and Request for Quotation	Same requirement as in Nos 43	Ten working days	10,000	<a href="mailto:info@ncdmb.gov.ng/procurement@ncdmb.gov.ng">info@ncdmb.gov.ng/procurement@ncdmb.gov.ng</a>
	Post Award contract Management	Milestone/Job completion report and project monitoring	Two working days	No fees	<a href="mailto:info@ncdmb.gov.ng/procurement@ncdmb.gov.ng">info@ncdmb.gov.ng/procurement@ncdmb.gov.ng</a>
42	processing of JCC and payment mandate	1. Letter of request for payment 2. Evidence of completion of milestone 3. Original invoice seeking payment for the completed milestone	Two working days	No Fees	<a href="mailto:info@ncdmb.gov.ng">info@ncdmb.gov.ng</a>