



## INVITATION FOR PRE-QUALIFICATION OF CONTRACTORS FOR COMPREHENSIVE FACILITIES MANAGEMENT OF NCDMB HQ BUILDING

The Nigerian Content Development and Monitoring Board (NCDMB) intends to pre-qualify contractors for Comprehensive Facilities Management of NCDMB Headquarters (HQ) Building and Ancillary Facilities in Yenagoa which consist of a 17-floor main offices Building (32,000sqm), a 1,000-seater conference Hall(8,000sqm) and a 4-floor multi-level Park (19,000sqm). It also includes Ancillary Buildings such as a Generator house, a Sewage Treatment Plant, a Water Treatment Plant, etc. and External works (i.e. External Car Park, Roads, Drainage, Landscaping, External over Generation, fence, etc.) The Board has adopted the Integrated Facility Management strategy for management of these facilities. Accordingly, NCDMB invites reputable, competent and experienced Facilities Management (FM) service companies for the prequalification exercise.

### SCOPE OF WORK

The scope of works of the FM Contractor shall include but not be limited to the following:

- Service maintenance and repair of heat and ventilation Systems, Electrical and plumbing Services, Lifts and Escalators
- Building maintenance and repair of the building fabric, decorations, fixtures and fittings
- Maintenance and repairs of external facilities (drain clearance, hard landscaping, soft landscaping/horticulture, fence) inclusive of utilities, cleaning and security.
- Furniture & Equipment maintenance and repair or replacement
- Materials procurement and logistics
- General cleaning services such as cleaning of windows, cladding, internal areas, pest control, waste disposal, operations & maintenance of cleaning cradle.
- Security (Reception, guarding, surveillance and maintenance of security system).
- ICT, BMS, Cable management, CAD, CAFM CMMS, CPMS, access control management
- Utilities supplies (electricity, gas, fuel)
- Water and waste/sewage management
- Energy conservation and management
- Catering & Hospitality services
- Front desk, Help desk and Reception services.
- Fitness Center management
- Risk, Environmental, Health, Safety Management, including fire drills
- Space management i.e. office space and commercial spaces (convenience, shops, banks, restaurants, conference building)
- Rent Management
- Disaster Recover, Crisis Management

### PRE-QUALIFICATION REQUIREMENT

Interested firms should submit the following pre-qualification documentation detailing the company's capabilities and financial status.

#### A. General Company Profile

- Evidence of company registration with the Corporate Affairs Commission (CAC) and support documents (C02& C07) showing the equity structure of the company is at least 51% owned by a Nigerian(s), Memo and Articles, and photo ID of company Promoters
- Evidenced of current three (3) years tax clearance Certificate valid till December 31, 2018.
- Evidenced of current Pension Compliances Certificate valid date December 31, 2018.
- Evidence of current industrial Training fund compliance Certificate valid till December 31, 2018.
- Evidence of current Nigerian social insurance Trust Fund (NSITF) compliance Certificate valid till December 31, 2018.
- Interim Registration Report (IRR) as an evidence of registration on the National Database of Contractors/Consultants and Service Providers issued by BPP.
- Relevant DPR permit.
- A Sworn affidavit declaring the Bidder Free of pecuniary interest, falsification and prior conviction of any of their directors and pecuniary interests in NCDMB and certifying that all information submitted in the bid are correct in all particulars.
- Evidence of Registration on the NOGICQJQS Portal - <http://portal.nogicqjqs.com>.

#### B. Technical Capacity and Capability

- Evidence of individual and/or company accreditations, certifications and professional memberships pertinent to this assignment (i.e. registration with COREN, NIESN, IFMA).
- Detailed Company Profile including Organizational Structure, key professional staff with good knowledge base in FM and their qualifications.
- Verifiable evidence of having successfully executed similar works in the past five

- (5) years. This should include the project title and brief description of contract award, duration of contract award, type of contract (fixed lump sum, reimbursable, etc.), copies of completion certificates and the name, email address and phone numbers of referees in client's company of at least three (3) referenced project.
- For a joint Venture or Partnership, the previous experiences being claimed must include those executed by the joint Venture or the partnership.
- List of relevant equipment owned and/or to be sourced by the company.
- Company's CASHEs and QA/QC policy. Includes copies of any certifications associated with the Quality program. Demonstrate ability to handle host community issues and details of safety records for accidents, injuries, damages for the past three (3) years etc. Lost time incidence, downtime, etc.
- Evidence that the Annual Turnover of the company is not less than Five Billion Naira (N5 Billion) and a corresponding Tax clearance certificate.
- Any other information that could further attest to the company's ability to perform FM of this magnitude.

### C. Financial Capability

- Company's audited accounts and financial reports for the past three (3) years.
- Evidence of accessibility to credit facilities above N500 Million or additional funding from reputable Class A banks i.e. Banks i.e. Bank reference letter from a class A Bank.

### NIGERIAN CONTENT REQUIREMENTS

In line with the Nigerian oil and Gas industry Content Development Act, respondents are to include the following documentation indicating their level of compliance with Nigerian Content.

- Organizational structure indicating Nigerian Professionals, skilled and unskilled personnel to be engaged on this project.
- List of equipment, materials and goods that are to be source locally on this project
- Where an indigenous company is in joint Venture, partnership or consortium, evidence of such a relationship in form of exclusive binding agreement/pre-bid agreement duly signed by the chief Executives of both companies/partners.
- Policy statement for Nigerian Content compliance  
Noncompliance with the Nigerian Content is a "fatal flaw"

### SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

Applicants may visit the site on appointed dates to assess the NCDMB HQ building. The requested information and any supporting documents in respect of this requirement should be submitted in "two bound copies of application letters and supporting pre-qualification information/ documents with an electronics copy". The two bound copies must be package in one (1) sealed envelope which must be marked as indicated below:

- PRE-QUALIFICATION FOR COMPREHENSIVE FACILITIES MANAGEMENT OF NCDMB HQ BUILDING AND ANCILLARY FACILITIES, YENAGOA"
- Submitted to the office of:

The Manager,  
Procurement Department,  
Nigerian Content Development and Monitoring Board,  
Along Isaac Boro Expressway Opolo,  
Yenagoa,  
Bayelsa State Nigeria.

#### Closing Date

All submission should reach the address on or before 12 noon of 21st February, 2019.

All received Pre-qualification documents will be opened immediately after the close of submission at the Conference Room, 4 floor, Nigerian Content Development and Monitoring Board, Glasshouse, Isaac Boro, Expressway, Opolo-Yenagoa. Document received after the indicated deadline WILL NOT be considered and NCDMB shall owe no explanation for any rejection. Note that only pre-qualified contractors shall be invited to collect the bid documents and advance to the (Technical) and commercial stage.

For further enquiries please contact the underline at the address indicated above.

The tender documents must be duly signed and dropped in the tender box at the Head office, Yenagoa. Companies dropping bids are expected to sign the "Tender Register" before dropping the tender. Any bid submitted after the deadline specified above stands automatically disqualified

#### Signed,

Manager, Procurement Department,  
Nigerian Content Development and Monitoring Board