



Nigerian Content Development and Monitoring Board (NCDMB)

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

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:

Scope of service

NO	DESCRIPTION	LOT
1	Conduct Environmental Impact Assessment (EIA) of the proposed Nigerian Oil and Gas Park Scheme (NOGAPS) in Orogun, Ughelli North LGA, Delta State.	LOT M-1
3	Topographical survey of the 24 hectares land for the proposed Nigerian Oil and Gas Park Scheme (NOGAPS) at Orogun, Ughelli North LGA, Delta State.	LOT M-2

2. CONDITIONS FOR ELIGIBILITY

All bids must be accompanied with the following:

- Evidence of company registration with the Corporate Affairs Commission (CAC) and supporting documents (Forms CAC2 and CAC7).
- Evidence of Company Income Tax Clearance Certificate for the last three (3) years (2018, 2019, 2020) valid till 31st December 2021.
- Evidence of current Pension Compliance Certificate valid till 31st December, 2021.
- Evidence of current NSITF Compliance Certificate valid till 31st December 2021.
- Evidence of current ITF Compliance Certificate valid till 31st December 2021.
- Evidence of relevant DPR Permit valid till 31st December, 2021.
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 30/09/2021, 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 (2018, 2019, 2020).
- 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 and 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 Letter Head Paper bearing, amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM Number) and e-mail address.

3. SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of their mandatory documents packaged separately in sealed envelopes and clearly marked as "Technical Bid". Thereafter, put the two sealed envelopes together in a bigger sealed envelope, addressed to: **The Manager Procurement, Nigerian Content Development and Monitoring Board, Nigerian Content Tower, Ox-Bow Lake, Swali, Yenagoa, Bayelsa State** with the name of the project and Lot Number. Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at 14th Floor, NC Tower not later than **Monday 21st June, 2021 at 12noon**. **Kindly note that submission of financial bid is not applicable to these Lots (EXPRESSION OF INTEREST) at this stage. Hence, it is only for submission of mandatory documents.**

4. OPENING OF TENDER DOCUMENTS

The tendered Bid will be opened immediately after the deadline of submission, **Monday 21st June, 2021 at 12noon** on 14th Floor, NC Tower, Swali, Yenagoa in the presence of bidders or their representatives. Please, ensure that you sign the Bid Submission Register on the 14th Floor, NC Tower, Swali, Yenagoa as NCDMB will not be held liable for misplaced or wrongly submitted bids.

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

5. GENERAL INFORMATION

Bids must be in English Language and signed by an official authorized by the bidder.

- Bids submitted after the deadline for submission would be returned un-opened.
- All costs will be borne by the bidders.
- All pre-qualified bidders will be contacted at a later date for Request For Proposal (RFP).
- 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.

For further enquiry, please contact the undersigned at the address indicated above.

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