



NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD (NCDMB)

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REQUEST FOR PROPOSAL for CONSULTANCY SERVICES FOR THE ESTABLISHMENT OF R&D CENTERS OF EXCELLENCE

One of the pillars of the NCDMB 10 Year R&D Roadmap is **Infrastructure Development**. Part of the Board's plan to actualize this pillar is the establishment of Centres of Excellence (CoE) in five Nigerian Universities based on the Board's research thematic cluster- engineering, technology development, local material substitution, HSE and geological and geophysical studies.

STATEMENT PURPOSE

1. Sponsor equipment acquisition for research work
2. Facilitate linkage between the centers of Excellence and international research centers
3. Sponsor professional development of Researchers deployed to the Center of Excellence
4. Sponsor upgrade of Research centers to meet global standards
5. Infrastructure audit & upgrade

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Universities to be assessed and the thematic areas are as follows:

| S/No. | NAME OF INSTITUTION | THEMATIC AREA |
|-------|---|--|
| 1. | Federal University of Technology, Akure (FUTA) | Geological & Geophysical Studies |
| 2. | Federal University of Technology, Minna (FUT Minna) | Technology Development Studies |
| 3. | Federal University of Technology, Owerri (FUTO) | Local Raw Materials Substitution Studies |
| 4. | Niger Delta University (NDU) | Engineering Studies |
| 5. | Modibbo Adama University of Technology, Yola | Safety & Environment studies |

SCOPE OF SERVICE (Terms of Reference):

1. Prioritisation of research focus
 - a. Evaluate each thematic cluster to understand the depth of research areas
 - b. Prioritise research focus areas based on documented areas of industry challenges
 - c. Recommend at least 3 research focus areas per thematic cluster
2. Benchmark of capability indicators
 - d. Identify at least 5 global CoEs of similar research focus
 - e. Evaluate capabilities in each centre according to size of building, facilities, equipment and certifications
 - f. Evaluate subsisting manning level & ratio of research: non research support staff, recruitment policy and governance structure

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- g. Evaluate research process and certification
- h. Evaluate collaboration with other research centres in the area of research, funding, exchange program, data & information sharing
- i. Evaluate funding model and sustainability plan

3. Needs Assessment

Infrastructure

- a. Availability of building(s) to support the research centre (fatal flaw)
- b. Assess available utility to support the centre (water, power)
- c. Available external land space for the research centre

Equipment

- d. List and condition of relevant equipment existing in the designated centre (if any)
- e. Document equipment acquisition model of the Institutions

Manpower

- f. Number of researchers that can be seconded to the Center
- g. Number of non – research support staff that can be seconded to the Center

Governance structure

- h. Subsisting governance structure between the University administration and research centres
- i. Subsisting funding model and sustainability plan of existing centres

Research policy

- j. Existing research policy including Intellectual Property rights protection
- k. Existing research procedure
- l. Policy on collaborative research

Data management system

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- m. Data exchange policy
- n. Data storage capability

3. Capability requirement, development plan and execution timeline

Infrastructure

- a. Determine the adequacy of building(s) and external space provided for the research Center
- b. Determine adequacy of existing utilities to support the centre (water, power)
- c. Recommend if any gap exists and suggest strategy to close the gap

Equipment

- d. List equipment requirement for each Center – name, model, quantity, purpose, OEM source and cost (CIF)
- e. Validate proposed equipment acquisition model- acquire, maintain, replace

Manpower

- f. Propose manning requirement for each Center-number, qualification
- g. Propose optimal research staff: non – research support staff ratio
- h. Propose recruitment procedure

Governance structure

- i. Recommend optimal governance structure defining the relationship between the University administration and the research centres
- j. Develop key performance indicators for the Center
- k. Legal framework that defines the level of NCDMB and Universities involvement in the development and operations of the centres.
- l. Detailed Implementation Plan with timeline for the delivery of each Centre

Research policy

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- m. Determine the adequacy or otherwise of existing research policy
- n. Document high level standard operating procedure for the Center –research procedure, collaborative research, IP registration,
Data management system
- o. Recommend data management system for the centres – data exchange, data source, data storage
Funding model
- p. Recommend a funding model for the centres
- q. Develop benefits plan between NCDMB, researchers, host university, other funding sources in event of research breakthrough and commercialisation
- r. Develop sustainability plan for the Centres including risk matrix and mitigations

1. PROJECT COMPLETION SCHEDULE

This service is expected to be completed within 60 days from the date of execution of contract.

2. 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 company is at least 51% Nigerian owned and other relevant CAC Forms - C02 and C07, Memo and Articles, ID of Company promoter
- II. Profile of Company detailing the name of the company, list of staff and their CVs, evidence of similar jobs executed within the past 3 years, contact persons, office and contact address including telephone numbers and email addresses
- III. Evidence of Tax Clearance for the past three (3) years. copy of the company's current Tax Clearance Certificate ending Dec 2020, certified by the issuing Tax office of the FIRS and evidence of payment.
- IV. Current certificate of compliance with the Pension Reform Act
- V. Current certificate of compliance with ITF Act
- VI. Evidence of compliance with the NSITF
- VII. Sworn Affidavit that none of the Directors of the Company has been convicted in any Country for any criminal offence relating to fraud or any financial impropriety or criminal misrepresentation or falsification of facts relating to any matter and that no officer of the relevant committees of Nigerian Content Development & Monitoring Board(NCDMB) or Bureau is a former or current Director, Shareholder or has any pecuniary interest in the bidder and confirm that all information presented in its bid are true and correct in all particulars
- VIII. Technical approach/ Work Plan/ Schedule

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- IX. Interim registration report (IRR) as an evidence of registration on the National data base of contractors/consultants & service providers at Bureau for Public Procurement(BPP)
- X. Must be registered with DPR to do business in the Oil and Gas company (Relevant Category)

Two (2) copies of the bound application and supporting documents must be submitted in a sealed envelope marked on the top left-hand corner of the envelop – **“Proposal for Consultancy Services for the Establishment of R&D Centers of Excellence”**

3. COMMERCIAL ARRANGEMENT

Financial proposals can be submitted based on industry standard rates as applicable to this service.

4. SUBMISSION

The Technical and Financial Proposals should be submitted simultaneously in two separate sealed envelopes each and both placed in a bigger sealed envelope clearly marked on the top left hand corner of the envelop as indicated below.and addressed to: -

- I. **The Manager, Procurement Department, Nigerian Content Development and Monitoring Board, GLASSHOUSE, Isaac Boro Expressway, Opolo - Yenagoa,**
- II. **All Submissions close at 12 Noon, Friday, July 24th, 2020**
- III. Tenders received after the deadline shall not be considered and NCDMB shall owe no explanation for any rejection.

SIGNED

Manager, Procurement Dept (NCDMB)

10th July, 2020.

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