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 the following projects:

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

2. CONDITIONS FOR ELIGIBILITY
Interested firms should submit the following documents in their BIDs:

i. Evidence of company registration with the Corporate Affairs Commission (CAC) and supporting documents. (Forms CAC2 and CACT). Business Name with Form BN is also acceptable.

ii. Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the last three (3) years (2020, 2021, 2022) valid till 31st December 2023.

iii. Evidence of Pension Contribution Certificate valid till 31st December 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above).

iv. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above or the bidder’s annual turnover is N100m and above).


vi. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2023 or valid Certificate issued by PPN.

vii. Sworn Affidavit:
- disclosing whether or not any officer of the relevant committee of the Nigerian Content Development and Monitoring Board 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 is true and correct in all particulars;
- that no director has been convicted in any country for any criminal offence relating to fraud or financial impropriety, or criminal misrepresentation or falsification of facts relating to any matter;
- that the company is not in receivership, the subject of any form of insolvency or bankruptcy, pending or concluded proceedings by any court, or the subject of any winding up petition or proceedings.


ix. Company’s Audited Accounts for the last three years (2020, 2021, 2022).

x. Reference Letter from a reputable commercial bank in Nigeria, including a willingness to provide credit facility for the execution of the project when necessary.

xi. Company's 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.

xii. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years, including letters of Awards, Valuation Certificate, Job Completion Certificate.

xiii. Evidence of firm's current registration with the relevant regulatory professional body (s).

xiv. Insurance brokers:
- Valid Operational License Certificate issued by NAICOM; Certified True Copy of Audited Accounts (2020, 2021, 2022) approved by NAICOM.
- Valid and current professional indemnity policy with limit of indemnity not less than N10 million for protection against wrong advice.

xv. Insurance Underwriters:
- Operational Licence issued by NAICOM; Valid and adequate re-insurance Treaty arrangement;
- Certified True Copy of Audited Accounts (2020, 2021, 2022) approved by NAICOM;
- A signed declaration by the Chief Executive Officer that the company will continue to settle all genuine claims promptly.

xvi. For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each IV partner).

Note: All documents for submission must be transmitted with a Covering/Fowarding letter under the Company’s Head Office Head 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. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

3. SUBMISSION OF EOI
Interested Firms in services are to submit the Expression of Interest (EOI) for each of the lot desired in three (3) hard copies each (One original and two copies) packed in sealed envelopes, clearly marked with the consultancy title and the lot number. The reverse of each envelope shall bear the name and address of the bidder. The EOI should be addressed as indicated below and submitted not later than 12:00 noon, Tuesday 19th September, 2023.

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

4. OPENING OF EOI
All submission should reach the address on or before 12 noon on Tuesday, 19th September 2023.

All received EOI documents will be opened immediately after the close of submission at the Conference Room, 12th floor, Nigerian Content Tower, Ox-Bow Lake, Swali-Yenagoa in the presence of bidders or their representatives. (Prequalified firms will be invited to collect RFPs).

Please ensure that you sign the Bid Submission Register at the Procurement Department, Nigerian Content Tower, Swali, Yenagoa, Bayelsa State as NCDMB will not be held liable for misplace or wrongly submitted EOI documents.

5. GENERAL INFORMATION

a) EOI must be English hand signed by an official authorized by the bidder.

b) EOI submitted after the deadline for submission would be returned unopened.

c) All costs will be borne by the bidder.

d) Only shortlisted Consultants at EOI’s evaluation will be invited at a later date for collection of Request for Proposals.

e) A company cannot bid for more than two (2) Lots.

f) The NCDMB is not bound to shortlist any bidder and reserve the right to annul the procurement process at any time without incurring any liabilities, in accordance with Section 28b of the Public Procurement Act, 2007.

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

NCDMB CORPORATE HEADQUARTERS: NIGERIA CONTENT TOWER, OX-BOW LAKE, SWALI, YENAGOA BAYELSA STATE.