



EXPRESSION OF INTEREST/ INVITATION TO TENDER

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



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:

Category A: Expression of Interest (EOI)

Lot No.	DESCRIPTION	APP
Z1	Provision of Third-Party Security Personnel at the NCDMB Corporate Headquarters, Yenagoa, Bayelsa State.	Serial No 77
Z2	Provision of Third-Party Driving Services at the NCDMB Corporate Headquarters, Yenagoa, Bayelsa State.	Serial No 246
Z3	Provision of Third-party Security Personnel at the NCDMB Zonal/Liaison Offices.	Serial No 73
Z4	Provision of Third-party Driving Services at the NCDMB Zonal/Liaison Offices.	Serial No 247
Z5	Provision of Third-party Janitory Service in Nigeria Content Tower.	Serial No 291
Z6	Development & Production of Television, Radio, Print and Online Advertisements on NCDMB's corporate brand and major initiatives.	Serial No 30
Z7	Production of Nigerian Content Documentaries, Podcasts, Short Videos and Photography.	Serial No 26
Z8	Production of Bi-annual Nigerian Content Stakeholder Magazine and Special Publications.	Serial No 35
Z9	Management of NCDMB's social media Project, Production of Animations, Infographics, and Associated Applications.	Serial No 54
Z10	Management of Nigerian Content Capacity Building Workshops for Media Stakeholders and Special Publiics.	Serial No 35
Z11	Production of Bespoke corporate gifts.	Serial No 32
Z12	Management of NCDMB community content guidelines sensitization workshops.	Serial No 27
Z13	Consultancy Service for Provision of Third-party Support Staff for NCDMB.	Serial No 311
Z14	Provision of Third-Party Monitoring Services for Upstream Nigerian Content Performance Monitoring & Expatriate Quota Monitoring (Project, Operations, Contracts).	Serial No 174
Z15	Provision of Third-Party Monitoring Services for Midstream and Gas Nigerian Content Performance Monitoring & Expatriate Quota Monitoring (Project, Operations, Contracts).	Serial No 174
Z16	Provision of Third-Party Monitoring Services for Refining and Downstream Nigerian Content Performance Monitoring & Expatriate Quota Monitoring (Project, Operations, Contracts).	Serial No 174
Z17	Provision of Third-Party Monitoring Services for Procurement and Services.	Serial No 174
Z18	Provision of Third-Party Monitoring Services for Legal, Insurance and Finance Monitoring.	Serial No 174
Z19	Provision of Third-Party Monitoring Services for Research and Development Monitoring.	Serial No 174
Z20	Provision of Third-Party Monitoring Services for Marine Vessels and Offshore Assets Monitoring.	Serial No 174
Z21	Provision of Third-Party Monitoring Services for Human Capital Development and related activities.	Serial No 174
Z22	Provision of Third-Party Monitoring Services for Upstream: Engineering, Consultancy and Project Management Services. Oil and Gas Production Facilities.	Serial No 174
Z23	Provision of Third-Party Monitoring Services for Downstream: Refining, Petrochemicals, Logistics, Shipping and Products Distribution activities.	Serial No 174
Z24	Provision of Quantity Surveying Consultancy Services for the construction of the Oloibiri Museum & Research Center (OMRC), Bayelsa State.	Serial No 295
Z25	Provision of Mechanical and Electrical Consultancy Services for the construction of the Oloibiri Museum & Research Center (OMRC), Bayelsa State.	Serial No 296

Z26	Provision of Civil/Structural Engineering Consultancy Services for the construction of the Oloibiri Museum & Research Center (OMRC), Bayelsa State.	Serial No 298
Z27	Provision of Project Management Consultancy Services for the construction of the Oloibiri Museum & Research Center (OMRC), Bayelsa State.	Serial No 299
Z28	Consultancy Service for IT Assessment, Strategy and Road Map Development for NCDMB.	Serial No 305
Z29	Consultancy Service for Renewal of Microsoft Office365 E3 Licenses for 500 users.	Serial No 304
Z30	Consultancy Service for ICT Infrastructure Assessment and Upgrade.	Serial No 102
Z31	Engagement of Third-Party Consultant to provide Travel Agent Services for NCDMB.	Serial No 312
Z32	Engagement of a Health Maintenance Organizations (HMOs) to provide Health Care Services.	Serial No 304
Z33	Engagement of an Insurance Company to Provide Group Life Insurance Cover for the Board.	Serial No 128
Z34	Engagement of Insurance Brokers for Management of Insurance Companies Providing Group Life Insurance Cover for the Board.	Serial No 128
Z35	Engagement of Consultant for Advisory Services for Employee End of Service Gratuity Administration.	Serial No 169
Z36	Engagement of Consultant to provide HR Services (Job Description Development)	Serial No 173
Z37	Engagement of Consultant to Conduct Baseline Capacity Assessment Study of the Oil and Gas Sector in Africa under the African Continental Free Trade Agreement (AFCTA).	Serial No 256
Z38	Provision of Project Investment Consultancy Service.	Serial No 313

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

Category B: Invitation to Tender (ITT)

Lot No	Description	APP
Y1	Construction of Security Watchtowers for Emeyal 1 NOGAPS Site, Bayelsa State.	Serial No 311
Y2	Upgrade and Renovation of ICT at Wesley High School, Otukpo, Benue State.	Serial No 116
Y3	Upgrade and Renovation of ICT Center at Government Secondary School, Giade, Bauchi State.	Serial No 116
Y4	Upgrade and Renovation of ICT Center at Community Secondary School, Nung Ita, Ikot Obio Enin Oruk Anam L.G.A, Akwa-Ibom State.	Serial No 116
Y5	Upgrade and Renovation of Centre of Excellence for the Federal University of Technology, Minna, Niger State.	Serial No 300
Y6	Upgrade and Renovation of Centre of Excellence for the Niger Delta University, Wilberforce Island, Bayelsa State.	Serial No 301
Y7	Upgrade and Renovation of Centre of Excellence for the Modibbo Adama University of Technology, Yola, Adamawa State.	Serial No 302
Y8	Upgrade and Renovation of Centre of Excellence for the Federal University of Technology Akure, Ondo State.	Serial No 303
Y9	Construction of Recreational Area at Nigeria Oil and Gas Parks Scheme (NOGaPS) Emeyal-1, Bayelsa State.	Serial No 02
Y10	Construction of Recreational Area at Nigeria Oil and Gas Parks Scheme (NOGaPS) Odukpani, Cross River State.	Serial No 03
Y11	Provision of Facility Management Works/Services at Nigeria Oil and Gas Parks Scheme (NOGaPS) Emeyal-1, Bayelsa State.	Serial No 04
Y12	Provision of Facility Management Works/Services at Nigeria Oil and Gas Parks Scheme (NOGaPS) Odukpani, Cross River State.	Serial No 05
Y13	Supply of Sand and Sandfill at Nigeria Oil and Gas Parks Scheme (NOGaPS) Ughelli, Delta State.	Serial No 08

Further details of the scope shall be contained in the Standard Bidding Document (SBD).



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2. CONDITIONS FOR ELIGIBILITY

Interested firms should submit the following as a minimum:

- Evidence of company registration with Corporate Affairs Commission (CAC) and supporting documents (Forms CAC2 and CAC7).
- Evidence of Company Income Tax Clearance Certificate for the last three (3) years (2021, 2022, 2023) valid till 31st December 2024.
- Evidence of current Pension Compliance Certificate valid till 31st December 2024.
- Evidence of current NSITF Compliance Certificate valid till 31st December 2024.
- Evidence of current ITF Compliance Certificate valid till 31st December 2024.
- Evidence of relevant DPR/NUPRC/NMDPRA Permit valid till 31st December 2024
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2024, or valid certificate issued by BPP.
- Evidence of Membership of the Nigerian Institute of Public Relations (NIPR) or Advertising Regulatory Council of Nigeria (ARCON). **(Applicable just for Category A, Z6-Z17)**
- 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 (2021, 2022, 2023).
- 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 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.
- 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 No) and e-mail address.

3. COLLECTION OF TENDER DOCUMENTS (For Category B Lots-ITT only)

Interested Bidders are to Collect Bid documents from the Procurement Dept. upon the presentation of evidence of payment of a non-refundable tender fee of ₦10,000.00 (Ten Thousand Naira). This payment can be made via various payment channels or through any bank as stated below:

www.Remita.net – Click on Pay FGN who do you want to pay: Nigerian Content Development and Monitoring Board. Name of Service/Purpose: Tender Fees - Paste -023200700100. Complete the form to obtain RRR Number and make payment - before the closing date on this advert.

4. SUBMISSION OF TENDER DOCUMENTS for 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 envelop should bear the name and address of the bidder. The EOI should be addressed as indicated below and submitted not later than **Monday 20th May 2024, at 12 noon.**

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

Kindly note that submission of Financial bid is not applicable for Category A Lots (EOIs) at this stage. Hence, for Category A Lots only Technical submission is required.

5. OPENING OF TENDER DOCUMENTS for (EOI)

All received pre-qualification documents for lots under Category A (EOIs) will be opened immediately after the deadline of submission on **Monday 20th May 2024**, at Nigerian Content Tower 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, as NCDMB will not be held liable for misplaced or wrongfully submitted bids.

6. SUBMISSION OF TENDER DOCUMENTS (ITT)

Prospective bidders are to submit bid for each of the Lot desired, two (2) bound copies of a signed application letter and supporting technical and financial bids with soft copy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the two sealed envelopes, together in a bigger sealed envelope which must be clearly marked ITT FOR (state the name of the Project and the LOT number), addressed and submitted to the office of:

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

The tender documents must be delivered in the tender box located on the 12th Floor, NCDMB Tower Office, Swali Ox-Bow Lake, Yenagoa.

7. OPENING OF TENDER DOCUMENTS (Only Applicable for Category B)

All received Invitation To Tender documents for lots under Category A (ITT) will be opened immediately after the deadline of submission on **Monday 27th May, 2024, 12 noon** at Nigerian Content Tower in the presence of bidders or their representatives, while the financial bids will be kept unopened.

Please ensure that you sign the Bid Submission Register at the Procurement Department, as NCDMB will not be held liable for misplaced or wrongfully submitted bids.

8. 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 bidder.
- Note that only pre-qualified bidders shall be invited to collect the bid documents.
- A company cannot bid for more than two (2) Lots in each category.
- 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.

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