

Overview

NIGERIA CONTENT DEVELOPMENT AND MONITORING BOARD (NCDMB)

EXPRESSION OF INTEREST (EOI) NIGERIA CONTENT DEVELOPMENT AND MONITORING BOARD (NCDMB)

(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 with good track record of performance and experience to submit Expression of Interest for the under-listed project:

(2) SCOPE OF SERVICE

The description of service to be carried out is as follows:

NO	DESCRIPTION	LOT
1	Production and Broadcast of weekly local content television Programme	J1

Any company applying to be shortlisted must satisfy the following for eligibility:

(3) CONDITIONS FOR ELIGIBILITY

All bids must be accompanied with the Following:

- (i) Evidence of company registration with Corporate Affairs Commission (CAC) and supporting documents (Form CAC1.1 or CAC2 and CAC7). Business Name 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 (2018, 2019 & 2020) valid till 31 December 2021.
- (iii) Evidence of current Pension Clearance Certificate valid till 31 December, 2021.
- (iv) Evidence of ITF Compliance Certificate valid till 31 December, 2021
- (v) Evidence of current NSITF Clearance Certificate valid till 31 December 2021.
- (vi) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2021, or valid certificate issued by BPP.
- (vii) Evidence of relevant DPR Permit valid till 31 December, 2021.
- (viii) Sworn affidavit disclosing whether or not any officer of the relevant committees 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 are true and correct in all particulars.
- (ix) Company's Audited Accounts for the last three years (2018, 2019, 2020);
- (x) 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 when required.

- (xi) Company's 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.
- (xii) List of plants/equipment with proof of ownership or valid Lease Agreement.
- (xiii) For Joint Ventures/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner)
- (xiv) 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.
- (xv) Evidence of previous production of weekly Television Program for an Oil and Gas company, Federal Government Agency, or International Organization for at least four (4) years.
- (xvi) Evidence of functional TV studio in Lagos, Abuja, Port Harcourt and Yenagoa.
- (xvii) Evidence of Three (3) previous projects executed on NTA Network and/or Channel TV in the past five (5) years.
- (xviii) Registration with any of these associations: (1) Nigerian Union of Journalists (NUJ), (2) Nigerian Institute of Public Relations (NIPR), (3) Advertising Practitioners Council of Nigerian (APCON).
- (xix) List/Evidence of high skilled personnel in venography, TV production in Abuja, Lagos and Bayelsa

(4) SUBMISSION OF EOI

The above documents should be bound with the covering letter duly signed to reach the undersigned not later than **12:00 noon on Tuesday, 4 May, 2021.**

Address to the:

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

The EOI must be duly signed and delivered in the tender box located on the 14th floor, NCDMB Head office, Ox-Bow Lake, Swali, Yenagoa, Bayelsa State.

Companies delivering bids are expected to sign the 'EOI Register' before delivery in the tenders Box.

(5) OPENING OF EOI

The EOI will be opened immediately after the deadline of submission at **12:00 noon on Tuesday, 4 May, 2021** at 14th Floor Conference Room. Please ensure that you sign the EOI Submission Register 14th Floor, NCT Building, Yenagoa, as NCDMB will not be held liable for misplaced or wrongfully submitted bids.

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

(6) GENERAL INFORMATION

- (a) Bids must be in English Language and signed by an official authorized by the bidder.
- (b) Bids submitted after the deadline for submission would be returned un-opened.
- (c) All costs will be borne by the bidders.
- (d) Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording with the presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency and shall be made available to bidders upon request;

- (e) Bidders can submit through Post (Courier Services).
- (f) Only shortlisted firms will be invited at a later date for collection of Request for proposals (RfP).
- (g) The NCDMB is not bound to shortlist 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)