

## **PETROLEUM TRAINING INSTITUTE**

**P.M.B 20, Effurun, Delta State**

### **EXPRESSION OF INTEREST CONSULTANCY SERVICES (2016 CAPITAL PROJECTS)**

#### **1.0 INTRODUCTION**

The Petroleum Training Institute (PTI) is desirous of undertaking the execution of the various development projects under the 2016 Capital Appropriation. The PTI hereby invites consultants with proven experience and good track record to submit expression of interest for qualification for the provision of consultancy services.

#### **2.0 PROJECT LOTS/SCOPE OF WORK**

LOT C1: Construction of Water Scheme reticulation phase 1 at Osubi Campus

##### **SCOPE OF WORK**

- (i) Recommend and design appropriate storage facilities
- (ii) Design of Pipe Network for water distribution
- (iii) Recommend/Design of Water Treatment Plant
- (iv) Preparation of Bill of Engineering Measurement
- (v) Preparation of contract Document in accordance with BPP guidelines

LOT C2: Provision of Water Scheme Head Works (Surface tanks and over head tanks) Water Treatment Plant

##### **SCOPE OF WORK**

- (i) Recommend and design appropriate storage facilities
- (ii) Design of Pipe Network for water distribution
- (iii) Recommend/Design of Water Treatment Plant
- (iv) Preparation of Bill of Engineering Measurement
- (v) Preparation of contract Document in accordance with BPP guidelines

LOT C3: Construction of Standard Training Swimming Pool at Integrated Off-shore Technology Centre at Aladija (Phase II)

##### **SCOPE OF WORK**

- (i) Design of Standard Training Swimming Pool
- (ii) Preparation of Bill of Engineering Measurement
- (iii) Preparation of contract Document in accordance with BPP guidelines

LOT C4: External works of Fire Academy/Parking Lots

##### **SCOPE OF WORK**

- (i) Architectural design
- (ii) Structural design

- (iii) Electrical design
- (iv) Mechanical design
- (v) Preparation of Bill of Engineering Measurement
- (vi) Preparation of contract Document in accordance with BPP guidelines

### **3.0 SUBMISSION OF EXPRESSION OF INTEREST**

The Petroleum Training Institute in compliance with the provisions of Public Procurement Act 2007 and Bureau of Public Procurement Guidelines request interested Consultancy Firms wishing to express the interest for the services shall submit relevant documentation for tender as detailed below.

- a. Evidence of registration with Corporate Affairs Commission (CAC)
- b. Certified true copies of Memorandum and Article of Association of Company and CAC form CO2 and CO7 (Particulars of Directors)
- c. Comprehensive Company profile including names of key personnel with detailed organizational structure, experience of key personnel and skill of key management staff
- d. Company tax clearance certificate for the last three years (2013, 2014 and 2015)
- e. Evidence of VAT Registration Certificate with TIN Number and remittances
- f. Evidence of compliance with Part IV 16(6d) of the Public Procurement Act 2007 as it relates to PENSION (or certificate of exemption from PENCOM) and section 1(2) of Pension Reform Act 2004
- g. Evidence of compliance with Industrial Training Fund (ITF) Amendment Act 2011 by inclusion of copy of compliance certificate from Industrial Training Fund
- h. Audited Accounts for the last three years (2013, 2014 and 2015)
- i. Evidence of financial capability or specific support from a licensed commercial bank
- j. Evidence of registration with the Bureau of Public Procurement as a Consultant
- k. List of verifiable similar job/services completion for the last three years (2013, 2014 and 2015 and details of the companies that the job/services were rendered including certificate of completion (Please provide Company full contact, not P.O. Box/PMN, functional telephone number and email address)
- l. Evidence of registration with relevant regulatory bodies such as COREN, NSE, CORBON etc
- m. Sworn affidavit that none of the Directors has been convicted in any court of law for any criminal/financial offence
- n. A sworn affidavit confirming that all information presented and attached are true and correct of the Company and that no officer of PTI is a former director or present director or shareholder or has pecuniary interested in the bidder
- o. Letter of consent to allow for verification of all the documents submitted including CAC,

Tax, VAT Remittances, Pension, Industrial Training Fund and Company's financial standing with the Bank

p. Expression of Interest shall be written in English

#### **4.0 SUBMISSION OF TENDER DOCUMENT**

Interested consultants are to submit their pre-qualification documents (one original and one photocopy of pre-qualification document on A4 format) enclosed in a wax sealed envelope clearly marked on the top right hand corner "**REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICE LOT.....**" The sealed package should reach the address below **not later than 27th July, 2016.**

**The Chief Internal Auditor  
Petroleum Training Institute  
P.M.B. 20, Effurun  
Delta State.**

#### **5.0 OPENING OF TENDER**

Opening of Expression of Interest documents shall commence **28th July 2016 at 2.00pm** at the Council Chambers, Petroleum Training Institute, Effurun. All prospective Consultants and/or their representatives, relevant professional bodies and NGOs are invited to witness the public opening exercise accordingly.

#### **NOTE**

Late submission shall not be accepted under any circumstance(s)

The Petroleum Training Institute reserves the absolute discretion and right to either accept or reject any documents and it shall not be required to give reason(s) for refusal to invite any company. This publication shall NOT be construed as a commitment on the part of PTI, Effurun nor shall it entitle any contractor to make any claim whatsoever and or seek any indemnity from PTI, Effurun.

**Signed  
Management**