

Petroleum Technology Development Fund (PTDF)

**PTDF Tower, Plot 1058 Memorial Drive,
Central Area, Cadastral Zone A00, Abuja
General Procurement Notice (GPN) 2016**

This is to notify prospective Contractors, Suppliers/Vendors and the general public that the Petroleum Technology Development Fund (PTDF) intends to undertake the procurement of works, goods and services for 2016 financial year in the following areas:

(1) Supply of Operational Vehicles

- (a) Supply of operational vehicles- cars
- (b) Supply of operational vehicles- buses
- (c) Supply of Pick-up vans
- (d) Supply of Utility Vehicles

Prospective contractors for the supply of operational vehicles must be authorized distributors of the brand they are offering.

(2) Renovation and Construction Works

Category A: Under N9.9m

Category B: N10m – N20m

Category C: N20m – N49m

Category D: N50m- N249m

Category E: N250m – Above

Each category must be supported by evidence of turnover on current Tax Clearance Certificate, while Technical Officers of the prospective firms should be registered with their relevant professional bodies/organizations.

(3) Modernization of PTDF Offices

- (a) Supply and Installation of Computers and Accessories
- (b) Provision of Internet Access and Band Width:
- (c) Provision of structured Local Area Network (LAN) cabling;

- (d) Enterprise Resource Planning;
- (e) Enterprise license purchase Electronic Document Management System;
- (f) Other related services.

Contractors/Vendors/Service providers in this category must show evidence of registration with the relevant computer association, society or organization.

(4) Supply and Installation of Office Equipment

- (a) Photocopiers;
- (b) Safes;
- (c) File Registry;
- (d) Refrigerators;
- (e) Air-conditioners;
- (f) Shredding Machines;
- (g) Scanners;
- (h) Others

(5) Supply and Installation of Office Furniture:

Only companies that have furniture production factories in Nigeria and can demonstrate capacity to meet large orders of very high quality furniture may be considered.

(6) Supply and Installation of Electricity Equipment

- (a) Supply and Installation of Generators
- (b) Supply and Installation of Electricity Transformers
- (c) Supply and Installation of Electricity power inverter
- (d) Supply and Installation of solar power system
- (e) Supply and Installation of street lights
- (f) Supply and Installation of Surveillance & Access Control

(g) Others

(7) Supply of Communication Information/Information Gathering and Documentation Facilities/ Equipment

(a) Supply of Public Address and conferencing systems

(b) Supply of Photography/Recording Equipment

(c) Supply of Audio and Video Studio Equipment

(d) Others

(8) Supply of Office Materials

(a) Supply of Non-Security Documents

(b) Supply of Books (Books and e-Books)

(9) Supply of Computer Materials

(a) Supply & Installation of Smart devices for meeting rooms

(10) Supply of Plant & Equipment

(a) Supply of Workshop Laboratory Equipment

(b) Supply and Installation of Mechanical Services Equipment

(c) Water Treatment Plant

(d) Sewage Treatment Plant

(11) Supply of Consultancy and Professional Services

(a) Financial Services

(b) Engineering Services

(c) Legal, Architectural, Quality Survey and Project Management Services

(d) Information Communication Technology Services

(e) Other Professional Services

(f) Detailed Monitoring & Evaluation Services

(g) Training Services

(12) Supply and Installation of Security & Safety Equipment; Access Control, Security Surveillance Equipment; Smoke/Fire detectors and control equipment and related services

(1) The Specific Procurement Notices (SPN) for the various projects mentioned above shall be placed in National dailies. Federal Tenders Journals (FTJ), PTDF Notice Board at the PTDF Corporate Office and PTDF website depending on the threshold of each project, as soon as the relevant solicitation/bidding documents are finalized.

(2) Interested eligible Contractors, Suppliers/Vendors who wish to participate in the bidding process for the above mentioned projects are advised to watch out for subsequent Notice/advertisements.

Note:

(a) This is not an invitation to Tender

(b) Interested Contractors/Service providers who wish to do business with the Fund should update their documents in the under listed areas preparatory to the release of the various specific procurement notices (SPN):

(i) Certificate of the Company's Registration/Incorporation verifiable from Corporate affairs commission

(ii) Company's current Tax Clearance Certificate and Tax Identification Number (TIN) issued by the proper tax authority

(iii) Evidence of membership of relevant professional association, society or organization

(iv) Company profile reflecting executive capacity, plant & equipment owned and personnel (where applicable)

(v) Evidence from the company's bankers of financial capacity to undertake the services it is bidding for.

In addition, prospective service providers shall be required to demonstrate that they are financially capable to provide any service which they may be offered, following the general prequalification. Please note that banker's letter merely stating that the applicant is a customer within any turnover range is not a conclusive indication of financial capacity and therefore not acceptable. The Fund shall require more rigorous proof of financial capacity.

(vi) A sworn statement that the company is not in receivership or Financially/Legally encumbered.

(vii) A sworn affidavit of disclosure; to disclose clearly if any of the officers (or related persons) of the Federal Inland Revenue Services (FIRS) or Bureau of Public Procurement is a former or present Director of the Company and that the company does not have any criminal offence relating to fraud or financial impropriety.

(viii) A sworn affidavit that the company is not a replacement for hitherto tax defaulting company.

(ix) Verifiable documentary evidence of similar and other jobs successfully executed within the last three years. Such evidence shall be in form of valid and verifiable letters of award of contract, contract agreement and completion certificates or interim payment certificates where such jobs are still in progress as well as turnover figures as evident in the supporting Tax clearance Certificate.

(x) Evidence of having fulfilled all obligations in relation to pensions and social security contributions in accordance with the provisions of the pension Act 2004.

(xi) Show evidence of compliance with s.6(1) of Industrial Training Fund Amendment Act.

(c) The Petroleum Technology Development Fund Reserves the right to verify claims made by any contractor.

(13) Information

For further inquiries, please call **07031961024, 08025591118**

E-mail: procurement@ptdf.gov.ng

Secretary,

Procurement Planning Committee/Tenders Board

Petroleum Technology Development Fund

For: Executive Secretary