

## Overview

### **PETROLEUM PRODUCTS PRICING REGULATORY AGENCY (PPPRA)**

[www.pppra.gov.ng](http://www.pppra.gov.ng)

### **INVITATION FOR EXPRESSION OF INTEREST FOR LOCAL AREA NETWORK EXPANSION IN THE PPPRA HEAD OFFICE AND ZONAL OFFICES AND DISPOSAL OF UNSERVICEABLE ASSETS**

#### **(1.0) INTRODUCTION**

(1.1) The Petroleum Products Pricing Regulatory Agency (PPPRA) is an autonomous Agency of the Federal Government of Nigeria charged with the statutory mandate of determining the pricing policy of petroleum products, regulating the supply/distribution of petroleum products, establishing an information data bank through liaison with relevant Agencies to facilitate the making of informed/realistic decisions on pricing policies and seeks to carry out procurement for (i) Local Area Network (LAN) Expansion (ii) Disposal of Agency's unserviceable assets.

(1.2) The PPPRA in the discharge of its mandate invites competent and reputable Consultants/Contractors to submit Expressions of Interest/Tender for the following Procurements: (i) Local Area Network (LAN) Expansion (ii) Disposal of Agency's unserviceable assets

#### **(2.0) SCOPE OF WORK**

##### **(A) CONSULTANCY SERVICES:**

Lot 1: Local Area Network (LAN) Expansion at the PPPRA Head Office and Zonal Offices.

##### **(B) GOODS:**

Lot 2: Disposal of Agency's unserviceable assets

#### **(3.0) ELIGIBILITY REQUIREMENTS:**

(a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7 (or CAC 1 1);

(b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31 December, 2020;

- (c) Evidence of current Pension Compliance Certificate valid till 31 December, 2020;,,
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31 December, 2020;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31 December, 2020;
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2020 or valid Certificate issued by BPP.
- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Petroleum Products Pricing Regulatory Agency 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;
- (h) Company's Audited Accounts for the last three (3) years-2017, 2018, 2019;
- (i) Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (j) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- (k) 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 and Photographs of the projects;
- (l) Evidence of either Huawei (HCPN/HCNA) or Cisco (CCNP/CCNA) Certifications for Lot 1;
- (m) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR& Sworn Affidavit are compulsory for each JV partner)
- (n) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's 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. 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.

#### **(4.0) SUBMISSION OF EXPRESSION OF INTERESTS/TENDERS DOCUMENTS LOTS 1:**

Interested firms are to submit two (2) bound of Expression of Interest (Eoi) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to The Executive Secretary, Petroleum Products Pricing Regulatory Agency (PPPRA), Plot 1012, Cadastral Zone, Central Business District, Abuja and clearly marked with LOT 1: LOCAL AREA NETWORK EXPANSION. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box at the Procurement Unit, on 5th Floor Wing B not later than Tuesday, September 15th, 2020 at 12:00 noon.

#### **LOT 2:**

Prospective bidders shall visit the Head Office to inspect the unserviceable items to be disposed and thereafter submit (2) hard copies each of the technical and financial bids with softcopy 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 addressed to The Executive Secretary, Petroleum Products Pricing Regulatory Agency (PPPRA), Plot 1012, Cadastral Zone, Central Business District, Abuja and clearly marked with LOT 2: DISPOSAL OF UNSERVICEABLE ASSETS. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box **at the Procurement Unit, on 5th Floor Wing B not later than Tuesday, October, 13, 2020 at 12:00 noon.**

#### **(5.0) OPENING OF EOI AND TECHNICAL BIDS LOTS 1:**

The EOI will be opened immediately after the deadline for submission on Tuesday, **September 15 2020 at 12:00 noon** at the Ground Floor Wing A, PPPFtA, Plot 1012, Cadastral Zone, C.B.D., Abuja. Please, ensure that you sign the Bid Submission Register in the office of the Head of Procurement on 5th Floor, Wing B as the PPPRA will not be held liable for misplaced or wrongly submitted bids For further enquiries, please contact the Head (Procurement)" on e-mail **george.nwatarali@pppra.gov.ng**

#### **LOT 2:**

Only the technical bids will be opened immediately after the deadline for submission on **Tuesday, October, 13 2020 at 12:00 noon at the Ground Floor Wing A, PPPRA, Plot 1012, Cadastral Zone, C.B.D., Abuja**, while the Financial bids will be kept unopened. Please, ensure that you sign the Bid Submission Register in the office of the

Head of Procurement on 5th Floor, Wing B as the PPPRA will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head (Procurement)” on e-mail [george.nwatarali@pppra.gov.ng](mailto:george.nwatarali@pppra.gov.ng)

#### **(6.0) GENERAL INFORMATION**

- (a) Eol/bids must be in English Language and signed by an official authorised by the bidder;
- (b) Eol/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;
- (e) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- (f) Lot 2: Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened
- (g) Lot 1: Only shortlisted firms will be contacted at a later date for collection of Request for Proposals;
- (h) The PPPRA is not bound to shortlist/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**

**EXECUTIVE SECRETARY PPPRA**