

Overview

PETROLEUM EQUALISATION FUND (MANAGEMENT) BOARD

PLOT 542, CADASTRAL ZONE, B09, SHEHU YAR'ADUA WAY KADO DISTRICT, ABUJA

WEBSITE: www.pefmb.gov.ng

TEL: 08154646000

INVITATION TO TENDER PETROLEUM EQUALISATION FUND (MANAGEMENT) BOARD

(1.0) INTRODUCTION

The Petroleum Equalisation Fund (Management) Board (herein referred as the Board) is a statutory Agency of the Federal Ministry of Petroleum Resources. The Board is desirous of executing some policies, programmes and projects, under the 2020 Appropriation Act towards achieving its assigned mandates. Consequently, funds were duly allocated in the 2020 Appropriations for the execution of the under-listed projects. The Board in compliance with the requirements of the Public Procurement Act 2007 invites interested and reputable companies with relevant competence and experience to tender for the under-listed 2020 projects:

(2.0) PROJECT DESCRIPTION:

S/N	LOT	PROJECT DESCRIPTION/SCOPE	LOCATION
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			Headquarters
1	Lot 9	Procurement of Operational Vehicles	Abuja/Zonal Operations Offices Nationwide
2	Lot 10	Procurement of Personal Protective Equipment (PPE)	Headquarters Abuja

(3) ELIGIBILITY REQUIREMENTS

Interested, Experienced and Competent Contractors are expected to submit the following eligibility documents:

- (i) Evidence of Certificate of Incorporation/Registration with the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7.
- (ii) Evidence of Income Tax Clearance Certificate (ITCC) for the past three (3) years (2017, 2018 & 2019) valid till 31st December, 2020.
- (iii) Evidence of current Pension Compliance Certificate valid till 31st December, 2020.
- (iv) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2020.
- (v) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) compliance Certificate valid till 31st December, 2020.

(vi) Evidence of registration on the National Data Base for Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2020 or valid Certificate issued by the Bureau of Public Procurement (BPP).

(vii) Sworn affidavit disclosing whether or not any Officer of the relevant committees of Petroleum Equalisation Fund (Management) Board or the Bureau of Public Procurement is a former or present Director, Shareholder, Partner or has any pecuniary interest in the bidder, that the company is not bankrupt, in receivership or under liquidation or involved in any litigation which can potentially affect the company's ability to effectively discharge its responsibility if engaged and to conform to all information presented in its bid are true and correct in all particulars;

(viii) Evidence of Company's Audited Accounts for the past three (3) years – 2017, 2018 & 2019;

(ix) Evidence of financial capability to execute the projects by submission of Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the projects when required;

(x) For motor vehicle's procurement, only companies include in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles or their authorised representatives should bid for the procurement.

(xi) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five years including Letters of Awards and Job Completion Certificates;

(xii) All documents for submission must be transmitted with a covering/forwarding letter under the Company's Letter Head Paper bearing among others; the registration number (RC), contact address, telephone numbers (preferably GSM No.) and email address. The letterhead paper must bear the names and nationalities of the Company's Directors at the bottom of the page, duly signed by the authorised Officer of the Company.

(4) COLLECTION AND SUBMISSION OF BID DOCUMENTS

Interested and competent bidders are requested to collect bid documents from the Procurement Unit, 4th Floor Left Wing, Petroleum Equalisation Fund (Management) Board. Plot 542, Cadastral Zone B09, Shehu Yar'Adua Way, Kado District,

Abuja upon presentation of evidence of payment of non-refundable tender payment fee of N10,000.00 (ten thousand naira) only for each of the lots into PEF(M)B's REMITA Account.

(5) SUBMISSION OF TENDER DOCUMENTS

Prospective bidders shall enclose their technical document in separate envelope (marked Technical) and the Financial Bid in another separate envelope (marked Financial) and the two separate envelopes shall be enclosed in one sealed outer envelope clearly marked "INVITATION TO TENDER"- Lot No. (Indicate the bid Lot the bid is for) in three (3) sets namely: one (1) original and two (2) photocopies. Submission of bid documents should be addressed

to:

THE EXECUTIVE SECRETARY

Petroleum Equalisation Fund (Management) Board,

Plot 542, Cadastral Zone B09,

Shehu Musa Yar'Adua Way,

Kado District, Abuja

The completed and sealed bid documents should contain the bidder's name on the reverse side of the envelope and be deposited in the Tender Box in the Procurement Unit, 4th Floor Left Wing, Petroleum Equalisation Fund (Management) Board. Plot 542, Cadastral Zone B09, Shehu Yar'Adua Way, Kado District, Abuja between the hours of 8:30am-4:30pm Monday to **Friday, not later than 12:00 noon on Thursday, 17 September, 2020**. Bid documents can also be collected in Soft copies and Bidders can submit through Post (Courier Services).

(6) OPENING OF TECHNICAL BIDS

Only the technical bids shall be opened immediately after the deadline for submission at **12:00 noon on Thursday, 17 September, 2020**, in the Corporate Services Department, 4th Floor Right Wing, Corporate Head Office of the Petroleum Equalisation Fund (Management) Board. Plot 542, Cadastral Zone B09, Shehu Yar'Adua Way, Kado District, Abuja in the presence of Observers only and captured by video recording. The financial bids will be kept unopened. Please, ensure that bidders sign the Bid Submission Register in the office of the Deputy Manager Procurement, Corporate Head Office of the Petroleum Equalisation Fund (Management) Board (PEF(M)B) as the Board will not be held liable for misplaced or wrongly submitted bids.

(7) IMPORTANT NOTICE

- (i) Technical and Financial Bids enclosed in one and same single envelope that will expose the Technical and Financial Bids at the same time of opening shall be disqualified.
- (ii) Submissions that do not meet up with the foregoing specified requirements shall be rejected.
- (iii) The Evaluation of Bids shall be strictly based on the requirements specified under the Eligibility Criteria.
- (iv) Submission of Bid Documents is neither a commitment nor an obligation to award contract to any Bidder/Contractor.
- (v) This advertisement is published for information purposes only and should not be construed as a commitment on the part of the Board, nor shall it entitle any bidder to make any claims.
- (vi) The Board is not bound to pre-qualify any bidder and reserves the right to annul the procurement process at any time without incurring any liability in accordance with Section 28 of the Public Procurement Act 2007.
- (vii) In deference to the COVID 19 Prevention and Containment Protocols, Bidders are not to attend the bid opening exercise but Observers from Private Sector Professional Organisation and Civil Society Organisation shall attend the bid opening. The Board will make available video coverage of the proceedings for interested Bidders on request.
- (viii) In view of the lockdown occasioned by the COVID 19 Pandemic, Bid Submissions may also be delivered through Post and Courier Services.

(ix) All submissions must be made in the English Language.

SIGNED:

EXECUTIVE SECRETARY

PEF(M)BOARD