

Petroleum Equalization Fund (Management) Board

Address: Plot 622 Cadastral Zone, AG Ambassadorial Conclave

Central Business District, P.M.B, 450 Garki GPO, Abuja

Telephone: (09) 4606105, 08077097126

Invitation for Expression of Interest

1. Business Objectives

Petroleum Equalization Fund (Management) Board – PEF(M)B is a statutory Agency of the Federal Republic of Nigeria under the supervision of the Federal Ministry of Petroleum Resources

As part of an ongoing business solution initiative , PEF(M)B is introducing the latest innovation to improve the efficiency of claims management through effective monitoring of petroleum product transportation, and enhancing service delivery to our stakeholders. The new automated system will minimize the need for human intervention, reducing processing delays with prompt payment of marketers' claims among others.

PEF(M)B requires qualified and competent firms to submit their “Expression of Interest” in providing the following services:

Lot 1: Network and Security Solution

Lot 2: Help Desk Solution

Lot 3: Connectivity Solution

Lot 4: Server and Accessory Supplies

Lot 5: Dynamic Interactive Websites

2. Summary of Scope

Lot 1: Network and Security Solution

- Extend the current network capability of the PEF(M)B at the Head Office in Abuja
- Build a more robust and secure network and application layers
- Improve the speed and efficiency of the Head Office LAN, WAN, Application and its connectivity to its 6 zonal Offices and 51 Depot Offices across the nation
- Ensure high availability and reliability into the network and application layers
- Supply, installation and configuration of the Network and Security solution for the corporate Headquarters in Abuja
- Training of PRF(M)B IT Staff on the solution (when deployed)
- Annual Maintenance and Support.

Lot 2: Help Desk Solution

- Provide a support service that will ensure maximum uptime of PEF(M)B Business applications
- To deploy an integrated set of tools to ensure fast problem resolution and provide operational statistics for measuring service levels, quality and efficiency of services
- Managing and resolving user request promptly and efficiently
- Extracting meaningful business insights from the support knowledge to continually improve PEF(M)B IT operational performance
- Supply, installation and configuration of the Help Desk software at the Headquarters, Abuja
- Training of PEF(M)B IT self on the solution (when deployed)
- Annual Maintenance and Support.

Lot 3: Connectivity Solution

- Extend the current network capability of the PEF(M)B at the Head Office in Abuja to Lagos Zonal Office and Lagos Depot Offices
- Extend the current network capability of the PEF(M)B at the Head Office in Abuja to Depot Offices outside Lagos across the country
- Build a more robust and secure network and application layers
- Improve the speed and efficiency of the Head Office LAN and its connectivity to Lagos Zonal office and Depots and Offices
- Ensure high availability and reliability in the network and application layers
- Supply, installation and configuration of the requisite interconnectivity and telecom infrastructures
- Training of PEF(M)B IT Staff on the solution (when deployed)
- Annual Maintenance.

Lot 4: Sever and Accessory Supplies

- Supply, installation and configuration of mini servers, UPS etc.
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- Maintenance Cost
- Provision of the Manufacturer Warranty and Post Warranty.

Lot 5: Dynamic Interactive Website

- Design, build and develop an interactive website that meets the Board's demand of B2B and B2C communications.
- Training of PEF(M)B Staff on the management and administration of the built website.

3. Qualification Criteria

Successful applicants should have the following:

1. Minimum of 5 years cognate industry experience
2. Certificate of incorporation
3. Evidence of Tax Clearance Certificate (3 years)
4. VAT Certificate and Evidence of Payment
5. Audited Annual Reports for the last three (3) years
6. Evidence of compliance with the pension reform Act 2004
7. The CV of each profession staff
8. Bank Reference
9. Certificate and/or Evidence of Partnership with DEM or Global Software Companies or as applicable
10. Manufacturer's/Regulatory Body's /Industry standard's Authorization Letter
11. past Experience /Track record of the firm undertaking similar jobs including and documentary evidence of such.

Interested candidates may obtain further clarification during office hours (9.00am to 4.00pm) on Mondays to Fridays from the address below.

Firms are expected to express interest in one lot only.

Expression of Interest one (1) original and three (3) copies should be submitted in both hard and soft copies on or before 28th April, 2011 in a sealed envelope marked with the Lot No. for which interest is being expressed.

The Executive Secretary

Petroleum Equalization Fund (Management) Board

Plot 622, Ambassadorial Conclave

Cadastral Zone.

Central Business District, Abuja.

Only pre-qualified/shortlisted candidates will be invited to submit proposal and/or for further discussion. Late submission will not be considered.

Signed

Management