

Petroleum Products Pricing Regulatory Agency (PPPRA)

(Ministry of Petroleum Resources)

Plot 1012. Cadastral Zone A00, Central Business District.

P.M.B. 609 Garki, Abuja

Website www.pppra.gov.ng

Invitation to Pre-Qualify a tender for the Provision of Facilities Management Services

1.0 Preamble

The Petroleum Products Pricing Regulatory Agency (PPPRA) is desirous of selecting a competent and experienced Facility Manager to operate and manage its facilities at the Agency's Head Office located at Plot No 1012, Cadastral Zone A00, Central Business District, Abuja-Nigeria.

The PPPRA hereby invites submission of Technical and Financial Tenders from reputable and competent Facilities Management (F.M.) firms with cognate experience and capacity to bid for the provision of F.M. Services (comprising Engineering, Building Maintenance and Environmental services) at the Agency's Headquarters' Building.

2.0 Scope of Works

The services to be provided under the F.M. Contract shall include, but not limited to, the following:

Engineering Services, comprising:

- (i) Maintenance, Operation and Fuelling of two Standby Generating Sets (1250KVA and 360KVA).
- (ii) Maintenance of four number Lifts;
- (iii) Maintenance of Heating, Ventilation and Air-conditioning (HVAC) Systems;
- (iv) Management and Maintenance of Mechanical Installations (including plumbing fittings, etc.);
- (v) Management of Water Supply Systems (Boreholes and public water mains)

- (vi) Installation, Maintenance & Management of Cable Satellite, PABX, Wireless Broadband/HSI;
- (vii) Maintenance of Power Supply and Distribution Gadgets such as transformers and associated equipment e.g.HT/MV/LT Panels;
- (viii) Maintenance of CCTV, Public Address Systems and Fire Detection, Alarm, Suppression and Protection systems;
- (ix) Maintenance of Electrical Cabling, Installations, fittings, etc.

Environmental Services, to cover

- (x) Cleaning and Janitorial Services;
- (xi) Maintenance of landscaping and Horticulture;
- (xii) Fumigation and Pest Control
- (xiii) Solid/Liquid Waste Management.

3.0 Eligibility Criteria

Interested Companies/Consortium's Technical Bids shall be accompanied by the following:

- (i) Evidence of Incorporation/legal and professional status of the firm/consortium.
- (ii) Memorandum and Articles of Association of the firm/consortium including forms C02/C07.
- (iii) Registration as Contractor with the Petroleum Products Pricing Regulatory Agency (PPPRA)
- (iv) Current Tax Clearance Certificate (last three years)
- (v) Value Added Tax registration and evidence of remittance of VAT
- (vi) Company's audited financial accounts and funding information over the last three years

(vii) Company profile and evidence of relevant experience in similar facilities management services

(viii) Verifiable reference list of clients for whom similar F.M. services were/are being executed giving scope, location, value, address, telephone numbers, and contact persons

(ix) Statement of the organization's core technical competences and skills available, Details of Key manpower resources available including names and short CVs of key professional staff to be deployed

(x) Operational strategy and list of equipment and support facilities available.

(xi) Evidence of liquid assets and confirmed credit facility of not less than 30,000,000:00 (Thirty Million Naira Only)

(xii) Evidence of Registration with the Bureau of Public Procurement (BPP).

(xiii) Evidence of Remittance of Pension Contribution Funds for Staff of the Company (ref PRA 2004)

(xiv) Evidence of Compliance with Section 6 (1-3) of the Industrial Training Fund (Amendment) Act 2011

(xv) Firms' duly authorized officers' name, position, phone number, facsimile number and e-mail address

(xvi) Company's registered address, phone number, facsimile number and web address

(xvii) Evidence and details of existing relationships (MOU or JV Agreement), if in a consortium, outlining aspects of the services to be handled by each partner/member firm and

(xviii) Any other information, which may be considered to be relevant to the evaluation of Firm's application for pro-qualification.

The requested information should be arranged in the order shown above. Bidders shall be required to present original documents for sighting during the Bid Opening exercise.

4.0 Submission of Technical & Financial Bids

Bid Documents may be obtained at the under listed address upon payment of a non-refundable fee of Two Hundred and Fifty Thousand Naira only (N250,000:00), Completed Technical and Financial Bids shall be submitted in three (3) hard copies and two (2) soft copies (CD or DVD) in two different and separate sealed envelopes

marked: **“CONFIDENTIAL” TECHNICAL or FINANCIAL PROPOSAL for THE PROVISION OF FACILITIES MANAGEMENT SERVICES”** and both enclosed in a third envelop to be delivered by hand or registered mail to the address below, **not later than 12:00 Noon on 27th May, 2015;**

Office of the Executive Secretary

Petroleum Products Pricing Regulatory Agency

Plot No1012, Cadastral Zone A00 Central Business District Abuja – Nigeria”

5.0 Opening of Technical & Financial Bids

(i) Technical Bids shall be opened at 12:15pm same day at the PPPRA Conference Room, only Firms whose Technical Bids fulfill and satisfy the aforementioned Eligibility Criteria would have their Financial Bids opened at a date to be announced.

(ii) Non-Governmental Organizations are hereby invited to witness the Bid Opening as advertised.

Notwithstanding the submission of the pre-qualification documents, the PPPRA is neither committed nor obliged to include any firm or its partners in the subsequent bid process regardless of any responses made to this notice. This notice of intent shall not be construed as commitment on the part of PPPRA nor shall it entitle interested firms to any claims. All interested firms shall bear the costs of preparation of their pre-qualification submission.

PPPRA reserves the right to reject any or all Pre-qualification applications.

Signed

Management

Petroleum Products Pricing Regulatory Agency (PPPRA)