

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-nigeria.org

Invitation to Tender/Expression of Interest (EOI) for the Execution of 2016 Appropriation Projects

(1.0) INTRODUCTION:

The Petroleum Products Pricing Regulatory Agency (PPPRA) intends to execute some Projects in 2016. Therefore, in compliance with Section 25 of the Public Procurement Act 2007, the Agency is inviting interested, competent and reputable Contractors to tender for the following Projects described below:

(A) 2016 APPROPRIATED PROJECTS (GOODS AND WORKS):

S/N	Lot	Project Description
1	Lot 1	Partitioning of the Head Office Building
2	Lot 2	Supply of Personal Protective Equipment and Security Devices
3	Lot 3	Equipping of the Agency's Conference Room
4	Lot 4	Supply and Installation of Closed Circuit Television System at the Three (3) Zonal Offices

(A) 2016 APPROPRIATION PROJECTS (CONSULTANCY):

S/N	Lot	Project Description
1	Lot 1	Digital Archiving of Official Documents
2	Lot 2	Deployment of a New Data Centre

(2.0) MANDATORY REQUIREMENTS FOR BIDDERS

(a) Verifiable Certificate of Incorporation with the Corporate Affairs Commission (CAC); Certified True Copy.

(b) Verifiable Evidence of Valid TAX Clearance Certificate for the last three (3) Years (2013, 2014, 2015) corresponding to declared turnover.

(c) Verifiable current PENCOM compliance certificate issued by National Pension Commission.

- (d) Verifiable current Industrial Trust Fund (ITF) compliance certificate
- (e) Verifiable Certificate of Interim Registration Report (IRR) with the Bureau of Public Procurement (BPP) showing registration on the National database of Contractors, Consultants and Service Providers.
- (f) Verifiable current NSITF compliance certificate.
- (g) Current Company's audited account duly stamped and signed by ANAN/ICAN licensed Auditors for the last three consecutive years (2013, 2014, and 2015).
- (h) Verifiable office and workshop address (es): NOT P.O. Box but should include telephone numbers of Company Directors.
- (i) Verifiable list of executed similar jobs at least three (3) in the last five years (i.e. letters of awards and certificates of practical job completion etc.)
- (j) Verifiable Certificate of Compliance with Computer Professional Council of Nigeria (CPN) for the current year (2016) for Project A(Lot1) and Project B (Lot1).
- (k) Evidence of Financial Capability/reference letter from a reputable bank.
- (l) An Average Turnover of N20 Million Naira only for the last three (3) consecutive years for Projects A (LOT1), B (LOT1) and B (LOT2)
- (m) A comprehensive company profile of contractors to include Verifiable staff list, Certificates of Academic and Professional Qualification of Company Staff
- (n) Evidence of ownership or lease agreement for relevant equipment, machines, tools and workshop where necessary etc.
- (o) For Joint Venture (JV's), include the Memorandum of Understanding (MOU).
- (p) Evidence of liquidity or access to credit facilities of not less than N20,000,000.00 (Twenty Million Naira) only from an acceptable reputable Bank
- (q) A sworn affidavit disclosing:
 - (i) If any officer of Petroleum Products Pricing Regulatory Agency (PPPRA) is a former or present director, shareholder or has any pecuniary interest in the company and that all the information/documents provided are true and accurate;

(ii) That no director of the firm has been convicted by any court of law and the firm is not bankrupt or in receivership.

(r) The hard copies of the technical documents should follow the order as listed above and appropriately paged. The technical documents should have a table of content indicating the pages on which these items are to be found.

(3.0) COLLECTION OF BID/TENDER DOCUMENTS

Tender documents (For Projects A) are to be collected from the Office of the Head, Procurement Unit between the hours of 10:00am – 4:00pm daily upon presentation of authenticated payment details of the non-refundable tender fee of N10,000.00 only obtained from an approved Bank by the Agency.

(4.0) SUBMISSION OF BIDS DOCUMENTS

FOR PROJECT A

The prospective bidders shall submit completed Technical and Financial Bids in two different sealed envelopes labelled “Technical Bid” and “Financial Bid” respectively and both enclosed in a third envelope which should indicate the project Title and Company Name.

FOR PROJECT B

Prospective Bidders shall enclose the original and two (2) copies of the proposal in two (2) separate envelopes clearly marked “Expression of Interest” and enclose the two (2) envelopes in one outer envelope which should indicate the Project Title and Company Name.

The envelope containing the bid documents should be dropped into the tender box at the Procurement Unit on the fifth floor, Corporate Planning Department wing B of the Agency and addressed to:

**The Executive Secretary,
Petroleum Products Pricing Regulatory Agency (PPPRA),
Plot 1012, Cadastral Zone,
Central Business District, Abuja.
08028723148**

(5.0) CLOSING DATE AND TIME OF BIDS

FOR PROJECT A

Submission of bid documents into the tamper proof bid box shall end **on Tuesday, 15th November, 2016 at 12:00 noon.**

FOR PROJECT B

Submission of Expressions of Interests (EoI) into the tamper proof bid box shall end **on Tuesday, 18th October, 2016 at 12:00 noon.**

(6.0) VENUE AND TIME OF OPENING OF BIDS FOR PROJECT A

The bid will be opened immediately following the deadline stipulated for the submission of bids as stated above i.e. **on Tuesday, 15th November, 2016 at 12:00 noon.**

FOR PROJECT B

The Expressions of Interest (EoI) will be opened immediately following the deadline stipulated for the submission of Expressions of Interest (EoI) as stated above i.e. **Tuesday 18th October, 2016 at 12:00 noon.**

The bids will be opened at the conference room of Petroleum Products Pricing Regulatory Agency (PPPRA) at the appropriate stipulated dates above.

PLEASE NOTE:

- Certificates may be referred to the respective issuing authority for verification and authentication
- Contractors are not permitted to bid for more than one (1) LOT. Any bidder that violates this rule shall be disqualified.
- Technical and Financial bids enclosed in one and same single envelope that will expose the Technical and Financial bid at the same time of opening shall be disqualified.
- Incorrect address or labelling of submitted bids shall be rejected.
- This advertisement of invitation to tender shall not be construed as a commitment on the part of Petroleum Products Pricing Regulatory Agency (PPPRA) nor shall it entitle any company to make any claim whatsoever or seek compensation having responded to this advertisement.
- All expenses incurred in preparing pre-qualification responses and all expenses otherwise associated with this exercise shall be borne solely by the prospective company.
- Only successful pre-qualified contractors will have their tenders opened.
- All submissions must be made in English language

Failure to comply with the instruction(s) and provide any required documents shall automatically disqualify a bid.

Signed:

Management