

Petroleum Equalisation Fund (Management) Board

Plot 542, Cadastral Zone, BO9, Shehu Yar'adua Way Kado District, Abuja.

Invitation to Tender

(A) Introduction

The Petroleum Equalization Fund (Management) Board is a statutory agency of the Ministry of Petroleum Resources. In compliance with the Procurement Act 2007, the Board hereby invites reputable and qualified companies to tender for the following as specified:

Lot 16 Facility Maintenance PEF(M)B Head Office.

Lot 17 Cleaning Services PEF(M)B Head Office

(B) TENDER REQUIREMENTS

Interested companies are to submit the following which shall all be verified:

- (1) Evidence of Incorporation/Registration with the Corporate Affairs Commission (CAC)
- (2) Company Current Tax Clearance Certificate for the last three years (2013- 2015).
- (3) Company Audited Account for the last three years (2013-2015).
- (4) VAT Registration and evidence of remittances in the last three (3) years (2013 – 2015).
- (5) List of similar, verifiable and successfully executed projects or on-going by the company with letters of award and completion certificates. Letters of award and Interim certificates of payment should be attached for projects that are on-going.
- (6) List of Managerial, Key Technical & Administrative staff of the Company which should include names, resumes and copies of certificates for each key staff.
- (7) Evidence of compliance with the Pension Reform Act 2004.
- (8) Evidence of compliance with the provisions of the Industrial Training Fund (ITF) amendment Act as stipulated in section 6(1) (3) of the ITF Act.
- (9) Evidence of compliance with the Financial Reporting Council of Nigeria Act (FRCN).
- (10) Evidence of registration with COREN for Lot 16.

(11) Evidence of membership of Environmental Health Officers Registration Council of Nigeria (ECOHERON) for Lot 17.

COLLECTION OF TENDER DOCUMENTS.

Prospective bidders are required to collect the tender document from the Procurement Unit on the second floor at the Board's Head Office upon payment of a non-refundable tender fee of N10,000.00 (Ten thousand Naira only) issued in bank draft in favour of Petroleum Equalisation Fund (Management) Board. The draft shall be receipted in Finance and Accounts Department of the Board and a copy of the receipt should accompany the financial bid.

SUBMISSION OF TENDER DOCUMENTS

Technical (one "original" and a "copy" in two envelopes) and financial bids are to be submitted in their identified separate envelopes and clearly labeled "technical original" "technical copy" and "financial" with the lot name and number respectively in a bid box at the Procurement Unit on the second floor, Head Office. All envelopes shall be subjected to security checks before being sealed for submission. All envelopes are to be addressed to:

**The Executive Secretary
Petroleum Equalisation Fund (Management) Board
Head Office Plot 542 Cadastral Zone B09
Kado Mabushi Road, Abuja.**

The name of the company, mailing address and contact phone number (mobile) should be written at the back of each envelope.

It is mandatory that bid submission form is filled before the bids are dropped in the bid box as companies not listed on the form shall not be considered.

CLOSING AND OPENING OF BIDS

Bid submission closes at **11am on Tuesday 26th July 2016**, and the technical bid opening shall commence immediately.

PLEASE NOTE

- Only technically qualified companies shall be contacted for the financial bid opening while the financial bid of companies not found eligible shall be returned unopened.
- Late submission shall be rejected.
- Submission of tender is neither a commitment nor an obligation to award contract to any company.
- 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 contractor to make any claims.

- The Board reserves the right to annul the bidding process at any time without incurring any liabilities and assigning any reason thereto.

Signed:

Management