

**FEDERAL REPUBLIC OF NIGERIA**

**MINISTRY OF PETROLEUM RESOURCES (MPR)**

**Block D, NNPC Towers, Abuja.**

**REQUEST FOR EXPRESSION OF INTEREST/INVITATION TO TENDER MINISTRY OF PETROLEUM RESOURCES (MPR)**

**(1) INTRODUCTION**

The Ministry of Petroleum Resources in its bid to implement the 2018 Capital Projects as captured in the budget, hereby invite experienced and competent Consultants), Contractors and Suppliers to submit Expression of Interest/Bids for the following projects:

**(2) SCOPE OF SERVICES**

**CATEGORY A: Consultancy Services**

<b>LOT No.</b>	<b>PROJECT</b>
LOT 1	Consultancy Services for the Capacity building on Modern Techniques in the Operations of Oil and Gas for Senior Technical/ Professional Staff of the Ministry.
LOT 2	Consultancy Services for the Development of Managerial Skills on Global Best Practices in the Oil and Gas industry for Top Management and Senior Staff of the Ministry
LOT 3	Consultancy Services for Capacity Building of Account's Officers, in the Ministry on the Operations of IPSAS, etc.
LOT 4	Consultancy Services for Capacity Building for Budget Officers in the Ministry on E-Budgeting, GIFMIS, etc.

**CATEGORY B: GOODS**

<b>LOT No.</b>	<b>PROJECT</b>
LOT 5	Procurement of Office Stationery
LOT 6	Procurement of Office Furniture/Equipment

**(3) ELIGIBILITY REQUIREMENTS**

Interested Companies are to submit the following documents:

- (i) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- (ii) Evidence of Company's Tax Clearance Certificate for the last three (3) years (Year 2015, 2016 and 2017) valid till 31<sup>st</sup> December, 2018.
- (iii) Evidence of current Pension Compliance Certificate valid till 31st December, 2018;
- (iv) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2018;
- (v) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup>December, 2018;
- (vi) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service providers by submission of Interim Registration Report (IRR) expiring on 01/01/2019 or valid Certificate issued by Bureau of Public Procurement (BPP);
- (vii) **For Category A:** Evidence of Firms accreditation/registration with Centre for Management Development (CMD), while practice license issued by ICAN, ANAN will be required for Lots 3 and 4;
- (viii) Sworn Affidavit disclosing whether or not any Officers of the relevant Committees of the Ministry of Petroleum Resources or the Bureau of Public Procurement is a former or present Director, Shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
- (ix) Company's Audited Accounts for the last three (3) year (2015, 2016 and 2017).
- (x) Evidence of financial capability to execute the project including reference letter from a reputable Commercial bank indicating willingness to provide credit facility for the execution of the project when needed;
- (xi) Company's Profile with the Curriculum Vitae of key staff to be deployed for the project, including copies of their Academic/Professional qualifications.

(xii) Verifiable Documentary evidence of at least three (3) similar jobs executed in the last five (5) years, including letters of Award, Valuation Certificates, Job Completion Certificates and Photographs of the projects; and

(xiii) All documents for submission must be transmitted with a Covering/Forwarding Letter under the Company/Firm's Letter Head Paper bearing among others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number, (preferably GSM No.), and e-mail Address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorized officer of the firm

#### **(4) COLLECTION OF STANDARD BIDDING DOCUMENT FOR CATEGORY B: GOODS**

(a) All Standard Bidding Document for Goods are to be collected from the Deputy Director (Procurement)'s Office, Room 8: 32,8<sup>th</sup> Floor, Block D, NNPC Towers, Abuja on evidence of payment of a Non-Refundable Tender Fee of Ten Thousand Naira (N 10,000.00) only per Lot paid into Ministry of Petroleum Resources Remita Account in any reputable Commercial Bank in Nigeria.

(b) All bidders must fill the bid collection Register after the Collection of the Bidding Document.

#### **(5) SUBMISSION OF EXPRESSION OF INTEREST/TENDER DOCUMENTS:**

(a) **For Consultancy Services:** Interested Firms are to submit two (2) bound Expression of Interest (Eoi) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope at the address below and clearly marked with the name of the project and the Lot Number. Furthermore, the reversed of each sealed envelope should have the Name and Address of the bidder and drop in the designated Tender Box situated at the lobby by the lift entrance on 5<sup>th</sup> Floor, Block D, NNPC Towers, **not later than 12noon on Monday, 13, August, 2018.**

(b) **For Goods:** All prospective bidders are to submit Two Hard Copies each of the Technical and Financial Bids with Soft Copy of Financial Bid only in MS Excel Format packaged separately in two sealed envelopes clearly labeled "TECHNICAL BID" and "FINANCIAL BID", marked with the Company Name, Address and Lot Numbers of projects bided for. Furthermore, the reversed of each sealed envelope should have the Name and Address of the bidder and drop in the designated Tender Box situated at the lobby by the lift entrance on 5<sup>th</sup> Floor, Block D, NNPC Towers, **not later than 12noon on Monday, 10, September, 2018.**

(c) All bidders must fill the bid submission Register while submitting their Technical and Financial Tenders and expression of Interest in the designated Tender Box situated at the lobby by the lift entrance on 5<sup>th</sup> Floor, Block D, NNPC Towers, Abuja as the Ministry of Petroleum Resources will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Director Procurement on

(d) All documents should be addressed to:

**The Permanent Secretary,**

**Ministry of Petroleum Resources,**

**Block D, 6<sup>th</sup> Floor, NNPC Towers,**

**Abuja. Attention: Director Procurement**

**(6) OPENING OF BIDS/EOI**

(i) The Expression of Interest will be opened at **12:00 noon on Monday, 13, August, 2018** in the Ministry of Petroleum Resources' Board Room, 6 Floor, Block D, NNPC Towers, Abuja. Also the Technical Bids received will be opened at **12:00 noon on Monday, 10, September, 2018** in the Ministry of Petroleum's Board Room, 6<sup>th</sup> Floor, Block D, NNPC Towers, Abuja immediately after close of submission.

(ii) In line with Section 19(b) (i) & (ii) of the PPA 2007, all bidders or their representatives, relevant Professional Bodies and Non-Governmental Organizations (NGOs) are invited to witness the opening exercises accordingly.

**(7) GENERAL INFORMATION**

(A) Bids/Eoi must be in English Language and signed by an official authorized by the bidder;

(B) Bids/Eoi submitted after the deadline for Submission would be returned un-opened;

(C) Bidders should not bid for more than two (2) Lots in the entire process;

(D) The Publication is for information only, and not to be construed as a commitment or obligation on the part of the Management of Ministry of Petroleum Resources;

(E) All shortlisted bidders for Consultancy Services will be contacted at a later date for collection of tender documents;

(F) Only prequalified bidders for goods would be invited at a later date for financial bid opening while financial bids of unsuccessful bidders would be returned unopened;

(G) The Ministry will not be responsible for any costs or expenses incurred by any interested party(ies) in connection with any response to this invitation and or the preparation or submission in response to an inquiry;

(H) The Ministry of Petroleum Resources is not bound to shortlist any bidder and reserves the right to annul the procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act, 2007.

(I) All CAC, PENCOM, TAX, ITF, NSITF, IRR Certificates may be referred to issuing bodies for verification.

**SIGNED:**

**PERMANENT SECRETARY**

**MINISTRY OF PETROLEUM RESOURCES**