

Overview

NCDMB CORPORATE HEADQUARTERS:

NIGERIAN CONTENT TOWER OX-BOW LAKE, SWALI, P.M.B 10, YENAGOA BAYELSA STATE

REQUEST FOR PROPOSALS NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD (NCDMB)

(1) INTRODUCTION

The Nigerian Content Development and Monitoring Board (NCDMB) with headquarters in Yenagoa, Bayelsa State is mandated by law to supervise, coordinate, administer, monitor and manage the development of Nigerian Content in the Nigerian Oil and Gas industry. The Board, hereby, invites interested reputable companies with good track record of performance and experience, to bid for the following:

(2) SCOPE OF SERVICE

The description of work to be carried out is as follows:

NO	DESCRIPTION
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1	Production And Broadcast Of Weekly Local Content Television Programme
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Any company applying to be pre-qualified must satisfy the following for eligibility:

(3) CONDITIONS FOR ELIGIBILITY

All bids must be accompanied with the following:

(i) Evidence of company registration with the Corporate Affairs Commission (CAC) and supporting documents (Forms CAC2 and CAC7).

(ii) Evidence of Company Income Tax Clearance Certificate for the last three (3) years (2018, 2019 & 2020) valid till 31 December, 2021.

- (iii) Evidence of current Pension Compliance Certificate valid till 31 December, 2021.
- (iv) Evidence of current NSITF Compliance Certificate valid till 31 December 2021.
- (v) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 30/4/2021, or valid certificate issued by BPP.
- (vi) Evidence of relevant DPR Permit valid till 31 December, 2021.
- (vii) Evidence of ITF Compliance Certificate valid till 31 December, 2021.
- (viii) Sworn affidavit disclosing whether or not any officer of the relevant committees of the Nigerian Content Development and Monitoring Board (NCDMB) 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 years (2018, 2019, 2020),
- (x) Evidence of financial capacity to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria, including a willingness to provide credit facility for the execution of the project where necessary.
- (xi) Company Profile with list of key technical personnel of the company, the Curriculum Vitae of key staff to be deployed for the project, including copies of their academic qualifications and relevant professional certification.
- (xii) List of plants/equipment with proof of ownership or valid lease Agreement (where applicable).
- (xiii) For Joint Ventures/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner).
- (xiv) All documents for submission must be transmitted with a Covering/Forwarding Letter under the Company Letter Head Paper bearing, amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM number) and e-mail address.

(xv) Evidence of previous production of weekly television programme for an oil and gas company, Federal Government Agency, or International Organization for at least four (4) years.

(xvi) Evidence of functional TV studio in Lagos, Abuja, Port Harcourt and Yenagoa.

(xvii) Evidence of Three (3) previous projects executed on NTA Network and/or Channel TV in the past five (5) years.

(xviii) Registration with any of these association: (1) Nigerian Union of Journalists (NUJ); (2) Nigerian Institute of Public Relations (NIPR); (3) Advertising Practitioners Council of Nigerian (APCON).

(xix) List/Evidence of high skilled personnel in videography, TV production in Abuja, Lagos and Bayelsa.

(4) SUBMISSION OF TENDER DOCUMENTS

- The above documents should be bound with the covering letter duly signed to reach the undersigned by 4 May, 2021.
- Address to the: **The Manager, Procurement Dept, Nigerian Content Development and Monitoring Board, Ox-Bow Lake, Swali, Yenagoa, Bayelsa State.**
- The tender documents must be duly signed and delivered in the tender box located on the 14th floor, NCDMB Head office, Ox-Bow Lake, Swali, Yenagoa, Bayelsa State.
- Companies delivering bids are expected to sign the 'Tender Register' before delivery in the Tenders Box.

(5) COLLECTION OF TENDER DOCUMENTS

Interested Bidders are to collect Bid documents from the Procurement Dept upon the presentation of evidence of payment of a non-refundable tender fee of N10,000 (Ten thousand naira). This can be made via various payment channels or through any bank, as stated below:

www.remita.net -Click on Payment FGN

who do you want to pay: Nigerian Content Development and Monitoring Board.

Name of service/Purpose: Tender Fees – Paste – 023200700100.

– Complete the form to obtain RRR Number and make payment before the closing date on this advert.

(6) OPENING OF TENDER DOCUMENTS

The technical bid will be opened immediately after the deadline of submission, **4 May, 2021 by 12noon** at 14th Floor Conference Room, in the presence of bidders or their representatives. Please ensure that you sign the Bid Submission Register at 14th Floor, NCT Building, Yenagoa, as NCDMB will not be held liable for misplaced or wrongfully submitted bids.

For further enquiries, please contact the Manager Procurement on e-mail: procurement@ncdmb.gov.ng.

(7) GENERAL INFORMATION

- (a) Bids must be in English Language and signed by an official authorized by the bidder.
- (b) Bids submitted after the deadline for submission would be returned unopened.
- (c) All costs will be borne by the bidders.
- (d) All pre-qualified bidders will be contacted later for financial bid opening while bids of un-successful bidders will be returned un-opened.
- (e) The NCDMB is not bound to pre-qualify 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.

For further enquiry, please contact the undersigned at the address indicated above.

SIGNED

MANAGER PROCUREMENT

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD (NCDMB)

NCDMB....Building a new Nigeria Oil & Gas Industry and Using Nigerian Content Development as an Instrument for Industrialization of Nigeria.