

Petroleum Equalisation Fund (Management) Board

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

Request for Expression of Interest (EOI)

The Petroleum Equalisation Fund (Management) Board – PEF(M)B – is a Parastatal of the Ministry of Petroleum Resources. PEF(M)B is re-positioning itself in line with Government initiatives and reforms in the downstream sector of the petroleum industry.

Pursuant to the above, the Board intends to apply part of its funds available towards the engagement of reputable Consultants to provide service. In line with the Procurement Act 2007, the Board hereby invites reputable consulting firms to submit their Expression of Interest for provision of the following services:

PROJECT

S/N

LOT NO

Consultancy for Strategic Action Plan (SAP)

Lot 3

3

SCOPE OF WORK: LOT 3

- (1) The consulting firm will design a process for the formulation of a five year Strategic Action Plan for PEF(M)B.
- (2) The firm will conduct research and produce an international and contextual analysis of the operations of PEF(M)B.
- (3) The firm will propose strategic direction for PEF(M)B in consultation with Stakeholders.
- (4) The firm will plan and facilitate workshops with management, staff and other stakeholders to formulate the Strategic Action Plan.

ELIGIBILITY CRITERIA

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

- (1) Evidence of Incorporation/Registration with the Corporate Affairs Commission (CAC).
- (2) Company Current Tax Clearance Certificate of three (3) years (2013-2015).
- (3) Company Audited Account for the last three (3) years (2013-2015).
- (4) VAT Registration and evidence of remittances in the last three (3) years (2013 – 2015).

- (5) Demonstrated experience in working with government partners and other stakeholders in public sector in the related areas for the advertised lots.
 - (a) Bidders must showcase relevant experience in strategic planning and capacity building.
 - (b) Firms are to provide evidences of successfully executed projects or on-going by the consulting firms with letters of award and completion certificates. Letters of award should be attached for projects that are on-going.
- (6) List of Managerial, Key Technical & Administrative staff of the Consulting firms which should include names, resumes and copies of certificates for each key professional staff.
- (7) Membership of professional body related to strategic management will be an added advantage.
- (8) Evidence of compliance with the Pension Reform Amendment Act 2014.
- (9) 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.
- (10) Evidence of compliance with the Financial Reporting Council of Nigeria Act (FRCN).
- (11) Evidence of registration on the national database of the Bureau of Public Procurement (BPP) for Contractors, Consultants and Service Providers (CCSPS) on the BPP website.

SUBMISSION OF EXPRESSION OF INTEREST

One single original with 3 copies (and a soft copy on CD ROM) of the Expression of Interest for the lot must be submitted in an envelope clearly marked with the lot name and number in a bid box on the second floor, Procurement Unit, Head Office, Abuja. The name of the company, mailing address and the contact phone number (mobile) should be written at the back of each envelope.

All envelopes shall be brought unsealed to the submission point for security checks before being sealed for submission. Address all envelopes to:

**The Executive Secretary,
Petroleum Equalisation Fund (Management) Board,
Head Office Plot 542 Cadastral Zone BO9,
Shehu Yar'adua Way, Kado District,
Abuja.**

Attention: Procurement Unit

Submission of EOI closes at **12 noon Monday 25th July, 2016** at the above address.

PLEASE NOTE

- EOI submission forms must be filled at the point of submission and late submissions shall be rejected.
- Submission of EOI is neither a commitment nor an obligation to award contract to any company, as only shortlisted firms will be contacted.
- This advertisement 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 shall not be responsible for any costs or expenses incurred by any interested party for these projects nor does it constitute any commitment in response to an inquiry.
- The Board reserves the right to reject any EOI.

Signed:

Management