

## **Petroleum Equalisation Fund (Management) Board**

### **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:

<b>S/N</b>	<b>Project</b>	<b>Lot No</b>
1.	Consultancy for Technology Gap Assessment	Lot 1
2.	Consultancy for Information Resource Centre (IRC)	Lot 2
3	Consultancy for Strategic Action Plan (SAP)	Lot 3
4	Consultancy for Digitization and Archiving	Lot 4

#### **Scope of work: Lot 1.**

- (1) The firm will conduct a review of PEF(M)B's Technology platform vis-a-vis current functionalities, This will be a gap assessment of the current platform vis-a-vis the strategic vision behind its conceptualization.
- (2) The consulting firm will conduct a thorough technological and technical assessment of the functionalities, vulnerabilities and Value-position of the current platform
- (3) The firm will conduct technical, administrative and basic user survey of the current platform for impact assessment. This will include a stakeholder analysis of the platform.
- (4) The firm will conduct a gap assessment of current technology platform as it currently functions against the current strategic objectives of PEF(M)B.
- (5) The firm will provide detailed reports of the assessment with clear recommendations of the way forward.

(6) The firm will provide detailed Scope of-work to guide the implementation of its report and recommendations,

### **Scope of Work; Lot 2**

(1) Provision of an information collation, aggregation and dissemination platform accessible to all personnel of PEF(M)B and stakeholders that are provided access.

(2) Provision of a virtual library which is expected to provide the following core deliverables:

(a) Provide its users full text databases with access to information in all major fields of study relevant to the FEF(M)B and its programmes,

(b) Facilitate the development and generation of content unique to the PEF(M)B by its staff, associates, researchers and consultants,

(c) Automation of the existing library activities.

(3) A computer simulation platform that builds internal capacity in monitoring the loading and receiving of petroleum products, both at loading and receiving depots /terminals across Nigeria

(4) Implementation of value added functionality to increase operational efficiencies and cost effectiveness and leverage on the existing infrastructure.

### **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.

### **Scope of Work: Lot 4**

(1) The firm will put in place a Digitization System which is expected to provide two core deliverables

- (a) Provide PEF(M)B, with digitized copies of its materials in a manner that makes access and retrieval easier for both internal and external users.
- (b) Facilitate the development and generation of content unique to PEF(M)B by its staff, Associates, researchers and consultants and integrate such content as approved by PEF(M)B
- (2) The firm will conduct indexing of digitized materials onto backup drives and existing system as part of a digital archive of PEF(M)B materials to enable the physical users read such content as well as Enhance digitization back-office operations such as administration, accounting and cataloguing Junctions
- (3) The firm will implement value added functionality to increase operational efficiencies and cost effectiveness and leverage on existing infrastructure
- (4) The firm will implement digital archiving of PEF(M)B manuscripts, assets and memorabilia (including all forms of documentation and files) for easy access reference and retrieval within various levels of security allowance.
- (5) The firm will provide a reference guide for all physical files and documentation of PEF(M)B including but not limited to ownership, location, frequency movement, life span and level of access.

### **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 for Lot 1, Lot 2 and Lot 4 must showcase relevant experience in managing country-wide Information Technology (IT) related projects.
  - (b) Bidders for Lot 3 must showcase relevant experience in strategic planning one capacity building.

(c) 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 (FRC'N).

(11) Evidence of registration on the national data base 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 each of the lots must be submitted in an envelope clearly marked with the lot name and number. 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 on 27<sup>th</sup> March, 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**