

## **Petroleum Technology Development Fund (PTDF)**

**PTDF Tower, Opposite Shehu Musa Yar'adua Centre, Near Siiverbird Galleria Central Business District, Abuja**

**[www.ptdf.gov.ng](http://www.ptdf.gov.ng)**

### **Request for Expression of Interest**

In compliance with the Public Procurement Act 2007, the Management of the Petroleum Technology Development Fund (PTDF), requests Contractors/Vendors/Consultants who wish to do business with the Fund in the 2015 procurement year to indicate their interest in the following Categories.

- Category A – Gift Items
- Category B- Printing Services
- Category C- Catering Services
- Category D- Maintenance Services
- Category E- Capital Items
- Category F- Mini Construction Works
- Category G- Consultancy Services
- Category H- ICT Services
- Category I- Special/Technical Services

### **Eligibility/Requirement**

**Interested Firms are expected to submit their Expression of Interest (EOI) showing capability to undertake the assignment. The EOI is to contain the following.**

- (i) Evidence of registration or incorporation with The Corporate Affairs Commission (CAC);

- (ii) Detailed company profile including details of its directors and management, total staff strength, competences, expertise and experience of key personnel. Attach copies of certificates.
- (iii) Evidence of Tax remittance for the past (3) years (2011 -2013);
- (iv) Evidence of VAT registration and evidence of VAT remittance for three (3) years (2011-2013);
- (v) Annual Turnover and Audited Statement of Accounts of the company for three (3) years (2011-2013);
- (vi) Verifiable Evidence of provision of similar services within five (5) years, (2009 -2013). Attach copies of letters of offer.
- (vii) Reference from a reputable bank stating the financial ability to carry out such services.
- (viii) Evidence of registration with PENCOM and evidence of remittance for pension contribution of employees to PENCOM:
- (ix) A sworn affidavit affirming that none of the Directors have been convicted in any country for criminal offences, including fraud and financial impropriety;
- (x) Evidence of registration with the Financial Reporting Council of Nigeria (FRC)

The completed EOI documents shall be properly sealed in an envelope, INDICATING THE SELECTED CATEGORY ON THE LEFT HAND CORNER and addressed to

**The Secretary Tenders Board  
Petroleum Technology Development Fund  
PTDF Tower, Memorial Close,  
Opposite Shehu Yar'adua Center,  
Central Area,  
ABUJA.  
Closing Date;**

The expression of interest documents must be delivered to reach the undersigned on or before 2pm on Thursday, 30<sup>th</sup> June, 2015 at the address shown above.

All enquiries are to be directed to THE SECRETARY TENDERS BOARD

**Important Information**

(a) Only shortlisted firms will form Contractors data base for 2015 procurement exercise and will be invited to tender when required.

(b) The Petroleum Technology Development Fund shall not enter into correspondence with any unsuccessful firm that submitted documents.

(c) This advertisement will not be a commitment on the part of Petroleum Technology Development Fund or shall it entail that those that submitted documents could make any claim(s) whatsoever and/or seek any indemnity from Petroleum Technology Development Fund by virtue of this publication.

**Signed:**

**PTDF Management**