

PETROLEUM EQUALISATION FUND (MANAGEMENT) BOARD

PLOT 542, CADASTRAL ZONE, B09, SHEHU YAR'ADUA WAY KADO DISTRICT, ABUJA

INVITATION TO TENDER AND EXPRESSION OF INTEREST (EOI)

The above named organisation is a statutory agency of the Federal Ministry of Petroleum Resources. In compliance with the Procurement Act 2007, the Board is inviting interested companies contractors consultants to submit tender and expression of interest for the following projects as specified:

GOODS

Lot 1: Procurement of Intermec Mobile Device.

Lot 2; Supply of DPM Marking with Accessories

Lot3: Procurement of Elevated Platform for PEF (M) Board Head Office, Abuja.

WORKS

Lot 4: Construction of 10 Porta-cabins.

CONSULTANCY SERVICES (EOI) Lot 5: Consultancy and Implementation of Integrated Fixed Asset Management Solution.

Scope of Work (EOI)

- (i) Review of existing fixed asset data base in all the locations of the PEF(M) Board with a view to determine integration methods and data base synchronization
- (ii) Design a workflow of "to be" that eliminates duplication and redundant records
- (iii) Create Unicode and codification of all assets
- (iv) Integration of data with existing SAP application
- (v) Design Workflow Process, Policy and Procedure for introduction of Fixed Asset Management

TENDER REQUIREMENTS

Interested companies are to submit:

- (1) Evidence of Incorporation/Registration with the Corporate Affairs Commission (CAC)
- (2) Company Current Tax Clearance Certificate of three (3) years (2014-2016)
- (3) Company Audited Account for the last three (3) years (2014-2016).
- (4) List of similar, verifiable and successfully executed projects or on-going by the Company with letters of awards and completion certificates. Letters of award and interim certificates of payment should be attached for projects that are on-going
- (5) List of Managerial, Key Technical & Administrative staff of the Company which should include names, resumes and copies of certificates for each key staff.
- (6) Certificate of Compliance with PENCOM, ITF & NSITF Acts
- (7) Certificate of compliance with the Financial Reporting Council of Nigeria Act (FRCN).
- (8) 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.
- (9) Evidence of partnership with global software companies or OEM as applicable
- (10) Manufacturer's authorization letter as applicable.
- (11) All tender must be accompanied by the best warranties possible as applicable.
- (12) Professional Membership Certification related to fixed asset valuation is an added advantage for the Consultancy services (EOI) **Lot 5**

COLLECTION OF TENDER DOCUMENTS

Prospective bidders are required to collect the tender document from the Procurement Unit on the second floor at the Board's Head Office, upon payment of a non-refundable tender fee of N 10,000,001 (Ten thousand Naira) only issued in bank draft in favour of Petroleum Equalisation Fund (Management) Board. The draft shall be receipted in Finance and

Accounts Department of the Board and a copy of the receipt should accompany the financial bid.

SUBMISSION OF TENDERS DOCUMENTS

Technical (one “original” and a “copy” in two envelopes) and financial bids are to be submitted in their identified separate envelopes and clearly labelled “original” “technical copy” and “financial” with the lot name and number respectively in a bid box at the Procurement Unit on the Second floor at the Board’s Head Office. All envelopes are to be addressed to:

The Executive Secretary

Petroleum Equalisation Fund (Management) Board

Head Office Plot 542 Cadastral Zone. Kado/Mabushi Road, Abuja.

The name of the company, mailing address and the contact phone number (mobile) should be written at the back of each envelope. It is mandatory that bid submission form is filled before the bids are dropped in the bid box as companies not listed on the form shall not be considered.

CLOSING OF SUBMISSION AND OPENING OF BIDS

Bid submission closes at **11 am Monday 11th September, 2017** for **LOTS 1,2,3,& 4** and the technical bid opening shall commence immediately. Bid submission for **LOT 5 (EOI)** closes at **11 am Monday 7th August, 2017**

PLEASE NOTE

(i) Only technically qualified companies will be contacted for the financial bid opening while the financial bid of companies not found eligible shall be returned unopened

(ii) Late submission shall be rejected.

(iii) Submission of tender is neither a commitment nor an obligation to award contract to any company

(iv) This advertisement is published for information purposes only and should not be construed as a commitment on the part of the Board, nor shall it entitle any contractor to make any claims.

(v) The Board reserves the right to annul the bidding process at any time without incurring any liabilities and assigning any reason thereto.

Signed:

Executive Secretary