



NOSDRA

**NATIONAL OIL SPILL DETECTION AND RESPONSE AGENCY
NAICHOUSE, 5TH FLOOR, PLOT590, ZONE AO,
CENTRAL BUSINESS DISTRICT, GARKI, ABUJA**



INVITATION TO TENDER /REQUEST FOR PROPOSALS FOR 2019 CAPITAL PROJECTS

The Federal Government through the office of the National Oil Spill Detection and Response Agency (NOSDRA) invites interested, competent and reputable Contractors and Suppliers with relevant experiences and good track records to participate in the execution of the Projects/Programmes as follows:

2.0 SCOPE OF SUPPLY/SERVICES

2.1 CATEGORY A (GOODS)

S/N	PROJECT TITLE	LOTS
1	PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT (PPE)	LOT 1
2.	PROCUREMENT OF OFFICE FURNITURE AND EQUIPMENT	LOT 2

2.2 CATEGORY B (CONSULTANCY)

S/N	PROJECT TITLE	LOTS
1	IMPLEMENTATION OF IPSAS ACCRUAL ACCOUNTING BASIS	LOT 3
2	DEVELOPMENT OF OIL SPILL RESPONSE LIBRARY INCLUDING e-LIBRARY, OLI SPILL MANAGEMENT MANUALS, JOURNALS, BOOKS AND OTHER RELEVANT LITERATURE	LOT 4
3	COMMUNITY BASED DISASTER REDUCTION PROGRAMME ON THE DANGER OF OIL PIPELINE VANDALISM AND RESULTANT POLLUTION IN DELTA STATE	LOT 5
4	COMMUNITY BASED DISASTER REDUCTION PROGRAMME ON THE DANGER OF OIL PIPELINE VANDALISM AND RESULTANT POLLUTION IN ABIA STATE	LOT 6
5.	NATIONAL WORKSHOP ON ENFORCEMENT OF ENVIRONMENTAL LAWS, REGULATION AND STANDARDS IN PETROLEUM SECTOR FOR JUDICIARY AND LAW ENFORCEMENT	LOT 7
6.	BUILDING OF GEOGRAPHIC INFORMATION SYSTEM(GIS) DATABASE OF UNDERGROUND STORAGE TANK FARMS, RETAIL OUTLETS IN THE DOWNSTREAM SECTOR, DANBATTI FEDERAL CONSTITUENCY, KANO STATE	LOT 8

3.0 ELIGIBILITY CRITERIA:-

- Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7
- Evidence of Current Tax Clearance Certificate and Companies Audited Account for the last three (3) years (2016,2017,2018) corresponding with declared Annual turnovers
- Evidence of current Pension compliance certificate (National Pension Commission (PENCOM) valid till 31st December, 2019;
- Evidence of current Industrial Training Fund (ITF) compliance certificate valid till 31st December, 2019;
- Evidence of current Nigeria Social Insurance Trust Fund (NSITF) compliance Certificate valid till 31st December, 2019;
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 1/1/2020 or valid certificate issued by the BPP.
- Sworn Affidavit disclosing whether or not any officer of the relevant committees of NOSDRA or the BPP 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;
- Evidence of Financial Capability to execute the Projects including Reference Letters from a reputable Commercial Bank indicating willingness to provide credit facility for the execution of the project when needed;

- i) Company Profile with the Curriculum Vitae of Key Staff to be deployed for the Project, including copies of their Academy/Professional qualifications (ICAN, ANAN, etc) where applicable.
- j) Verifiable documentary evidence of at least Three (3) similar Jobs executed in the last Five (5) years including copies of Letters of Award, Valuation Certificates, job Completion Certificate and photographs of the projects;
- k) List of Plants/Equipment with proof of Ownership/Lease (where applicable);
- l) For Joint Ventures/Partnership, Memorandum of Understanding (MoU) should be provided;
- m) All documents for submission must be transmitted with Covering/Forwarding letter under the Company Letter Head Paper bearing among others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Numbers (preferably GSM No.), and e-mail address. The Letterhead paper must bear the names and nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorized officer of the firm;

4.0 **COLLECTION OF TENDER DOCUMENTS:-**

- a. Interested Companies are to collect the Standard Bidding Document (SBD) from the **Procurement Unit, Right wing 5th Floor of the National Oil Spill Detection and Response Agency (NOSDRA), Abuja** on evidence of payment of a Non-Refundable Tender Fee of **Ten Thousand Naira (N10, 000.00)** only per Lot, paid into the NOSDRA, Abuja Remita Account in any Commercial Bank.
- b. All bidders must fill the bid collection Register after the Collection of the Bidding Document.

5.0 **SUBMISSION OF TENDER DOCUMENTS: -**

Prospective bidders are to submit bid for each of the lot desired, two (2) Hard Copies each of the Technical and Financial Bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the sealed envelope together in a bigger sealed envelope addressed to the Director-General/CEO, NOSDRA NAIC House, 5th Floor, Plot 590, Zone AO, Central Business District, Garki, Abuja and clearly marked with "PROJECT NAME AND LOT No." Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at Right Wing 5th Floor of NOSDRA, not later than 12 noon Monday, 5th August, 2019. All bidders must fill the bid submission Register.

6.0 **OPENING OF BID**

The Technical Bids/Proposals received will be opened immediately after the deadline for submission on **Monday, 5th August, 2019 at 12 noon Prompt** at the **Agency's Conference Room, 5th floor, NAIC house, Abuja** in the present of bidders or their representatives, while the Financial Bids will be kept un-opened. Please ensure that you sign the Bid Submission Register in Procurement unit Office, as NOSDRA will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact Director (Procurement) on e-mail: info@nosdra.gov.ng

7.0 **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 un-opened;
- c. Bidders should not bid for more than one (1) Lot;
- d. All costs will be borne by the bidders;
- e. All pre-qualified bidders will be contacted at a later date for financial bid opening, while bids of unsuccessful bidders will be returned un-opened;
- f. NOSDRA 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.

Signed:

Director - General

National Oil Spill Detection and Response Agency (NOSDRA)