



**NATIONAL OIL SPILL DETECTION AND RESPONSE AGENCY  
NOSDRA**

**NAIC HOUSE, 5<sup>TH</sup> FLOOR, PLOT590, ZONE AO,  
CENTRAL BUSINESS DISTRICT, GARKI, ABUJA**

E-mail: [procurement@nosdra.gov.ng](mailto:procurement@nosdra.gov.ng) Website: [www.nosdra.gov.ng](http://www.nosdra.gov.ng)



**INVITATION TO TENDER /EXPRESSION OF INTEREST (EOI) FOR 2020 CAPITAL PROJECTS**

**1.0 INTRODUCTION**

The Federal Government through the office of the National Oil Spill Detection and Response Agency (NOSDRA) invites interested, competent and reputable Contractors/ Firms with relevant experiences and good track records to express interest/tender for the under-listed projects appropriated in the Agency's 2020 Budget:

**2.0 SCOPE OF SUPPLY/SERVICES**

**2.1 CATEGORY A (GOODS)**

S/N	PROJECT TITLE	LOTS
1.	PROCUREMENT OF OFFICE FURNITURE AND EQUIPMENT	Lot 1

**2.2 CATEGORY B (CONSULTANCY)**

S/N	PROJECT TITLE	LOTS
1.	DEVELOPMENT AND VALIDATION OF REMEDIATION PROTOCOL FOR OIL SPILLS ON SOIL AND SLUDGE	Lot 2
2.	UPDATE AND ACTIVATION OF NOSCP AND DEVELOPMENT OF NEW REGULATIONS AND STANDARDS ON SPENT OIL IN NIGERIA	Lot 3
3.	BIODIVERSITY INVENTORY AND SURVEY	Lot 4

**3.0 ELIGIBILITY REQUIREMENTS**

Prospective bidders are required to submit the following documents:

- a. Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- b. Evidence of Current Tax Clearance Certificate for the last three (3) years (2017, 2018, 2019) valid till 31<sup>st</sup> December, 2020;
- c. Evidence of Current Pension Compliance Certificate (National Pension Commission (PENCOM) valid till 31<sup>st</sup> December, 2020;
- d. Evidence of Current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2020;
- e. Evidence of Current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December, 2020;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 30/06/2020 or valid Certificate issued by the BPP;
- g. Sworn Affidavit:
  - disclosing whether or not any officer of the relevant committees of the National Oil Spill Detection and Response Agency (NOSDRA) or the Bureau of Public Procurement (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;
  - that none of the company's Directors has been convicted in any law court for any criminal offence including fraud and financial impropriety: and
  - that the company is not in receivership, bankrupt or insolvent;
- h. Company's Audited Account for the last three (3) years (2017, 2018, and 2019) ;

- i. Evidence of Financial Capability to execute the Projects including Reference Letters from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- j. Company Profile with the Curriculum Vitae of Key Staff to be deployed for the Project, including copies of their Academy/Professional qualifications
- k. 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;
- 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 for **Category A (Goods)** are to collect the Standard Bidding Document (SBD) from the **Procurement Unit, Right wing 5<sup>th</sup> 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, using GIFMIS Code: 1000016734.
- b. Interested bidders for **Category B (Consultancy Services)** are not expected to pay at this stage of tendering until after short – listing.
- c. All bidders must fill the bid collection Register after the Collection of the Bidding Document.

#### **5.0 SUBMISSION OF BID DOCUMENT:**

##### **5.1 For Category B (Consultancy Services):**

Interested and qualified Service Providers for the procurement of Consultancy Services are expected to submit two (2) bound prequalification documents sealed in an envelope and clearly marked **‘Expression of Interest’**. **The name of the company, project title and Lot no. should be boldly written on the reverse side of the envelope** addressed to The Director-General/CEO, NOSDRA NAIC House, 5<sup>th</sup> 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 5<sup>th</sup> Floor of NOSDRA, not later than **12:00 noon -----, 2020.**

##### **5.2 For Category A (Goods)**

Prospective bidders are to submit, 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, 5<sup>th</sup> 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 5<sup>th</sup> Floor of NOSDRA, not later than **12:00 noon Monday-----, 2020.**

#### **6.0 OPENING OF BID**

**6.1 Expression of Interest (EOI)** will be opened immediately following the deadline for the submission of bids at **12:00 noon -----, 2020** at the **Agency’s Conference Room, 5<sup>th</sup> floor, NAIC house, Abuja** in the present of bidders or their representatives. 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. Only Shortlisted Firms will be invited at a later date for collection of Request for Proposal.

**6.2 Invitation to Tender (ITT)** will be opened immediately following the deadline for submission at **12:00noon on -----, 2020** at the **Agency’s Conference Room, 5<sup>th</sup> 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.

#### **7.0 ENQUIRIES**

For further enquiries, please contact Director (Procurement) on e-mail: [procurement@nosdra.gov.ng](mailto:procurement@nosdra.gov.ng) or through 08138047961 during official hours (9am-4pm) only.

#### **8.0 GENERAL INFORMATION**

- a. The documents should be arranged in the order listed at 3.0 above and clearly separated by dividers;
- b. Bids must be in English Language and signed by an official authorized by the bidder;
- c. Bids documents shall be submitted in person and not through post.
- d. All bidders must fill the bid Submission Register and collect Submission Slip.
- e. Bids submitted after the deadline for submission would be returned un-opened;
- f. Bidders should not bid for more than one (1) Lot;
- g. All costs will be borne by the bidders;
- h. Only shortlisted bidders will be invited for the collection of Request for Proposal upon 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. GIFMIS Code: 1000016734.
- i. 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)