



**NATIONAL OIL SPILL DETECTION AND RESPONSE AGENCY  
(NOSDRA)  
NAIC HOUSE, 5<sup>TH</sup> FLOOR, PLOT 590, ZONE AO,  
CENTRAL BUSINESS DISTRICT, ABUJA**



**INVITATION TO TENDER FOR 2023 CAPITAL PROJECTS**

**1.0 INTRODUCTION**

The Federal Government of Nigeria 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 submit bids for the following 2023 Capital Projects/Programmes:

**2.0 SCOPE OF SUPPLY/WORKS/  
SERVICES  
(GOODS)**

LOTS	PROJECT TITLE
Lot G1	Procurement of Office Furniture and Equipment
Lot G2	Procurement of Laboratory Equipment, Reagents and Consumables

**3.0 ELIGIBILITY REQUIREMENTS**

Prospective bidders should submit the following documents:

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- b. Evidence of Company's Tax Clearance Certificate valid till 31<sup>st</sup> December, 2023;
- c. Evidence of Pension Clearance Certificate valid till 31<sup>st</sup> December, 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2023 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31<sup>st</sup> December, 2023;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2023 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, bankruptcy or insolvency;

- h. Company's Audited Accounts for the last three (3) years – 2020, 2021 & 2022;
- i. Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- j. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the Project, including copies of their Academic/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, Job Completion Certificate and photographs of the projects;
- l. For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- m. For Joint Ventures/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, NSITF Clearance Certificate, ITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);
- n. 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**

Interested Companies 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 (₦10,000.00)** only per Lot, paid into the NOSDRA, Abuja Remita Account in any reputable Commercial Bank in Nigeria, using GIFMIS Code: **1000016734**.

All bidders must fill the bid collection Register after the collection of the Bidding Document.

#### **5.0 SUBMISSION OF BID DOCUMENTS**

Prospective bidders are to submit bid for each of the lot desired, two (2) Hard Copy 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, Abuja and clearly marked with “PROJECT NAME & LOT No.” Furthermore, the reverse of each sealed envelope should bear 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, 4<sup>th</sup> September, 2023**.

#### **6.0 OPENING OF TECHNICAL BIDS**

Only the technical bids will be opened immediately after the deadline for submission at **12:00 noon Monday, 4<sup>th</sup> September, 2023**, at the **Agency’s Conference Room, 5<sup>th</sup> floor, NAIC house, Abuja** in the presence 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: [procurement@nosdra.gov.ng](mailto:procurement@nosdra.gov.ng)

#### **7.0 GENERAL INFORMATION**

- i. Bids must be in English Language and signed by an official authorised by the bidder;
- ii. The documents should be arranged in the order listed at 3 above and clearly separated by dividers;
- iii. Bids submitted after the deadline for submission would be returned un-opened;
- iv. Bidders should not bid for more than one (1) Lot;
- v. Soft copy of the submission should be in a flash Drive;
- vi. The Technical Bids will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies; and will be covered by video recording; invitation link will be sent to bidder who chooses to join the bid opening online;
- vii. Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
- viii. The National Oil Spill Detection and Response Agency 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:

Management

*\*The advertisement is approved on the condition that the procurements in this advertisement are contained in the Entity’s Approved Procurement Plan.*