

NATIONAL OIL SPILL DETECTION AND RESPONSE AGENCY (NOSDRA)
NAIC HOUSE, 5TH FLOOR, PLOT 590, ZONE AO, CENTRAL BUSINESS DISTRICT, ABUJA
INVITATION TO TENDER/EXPRESSION OF INTEREST (EOI) FOR 2021 CAPITAL PROJECTS

1. INTRODUCTION

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 2021 Capital Projects/Programmes as follows:

2. SCOPE OF WORKS/SUPPLY/SERVICES

2.1 CATEGORY A (GOODS)

S/N	PROJECT TITLE	LOTS
1	Acquisition of Monitoring Equipment for the Downstream Sector	Lot 1
2	Procurement of Oil Spill Response and Monitoring Vehicles/Trucks	Lot 2
3	Procurement of Office Stationaries, Furniture and Equipment	Lot 3
4	Procurement of Personal Protective Equipment	Lot 4
5	Procurement of Oil Spill Monitoring Equipment for Underground Storage Integrity Test and Monitoring of Water Aquifers	Lot 5
6	Procurement Of Laboratory Equipments	Lot 6
7	Supply of Office Furniture and Equipment	Lot 7

2.2 CATEGORY B (WORKS)

S/N	PROJECT TITLE	LOTS
1	Drainage of Olumosko Channel for Proper Evaluation of the Stream Effluent at Ogu Town, Rivers State	Lot 8
2	Dry Docking and Refurbishment of Nosdra Recovery 1 Boat	Lot 9
3	Renovation of Classrooms in Alu Community High School, Alu in Yagba East LGA, Kogi State	Lot 10
4	Upgrade of Nosdra Reference Laboratory, Portharcourt	Lot 11

2.3 CATEGORY C CONSULTANCY

S/N	PROJECT TITLE	LOTS
1	Consultancy for Implementation of Enterprise Electronic Document Management, Digitization and Archiving Solution	Lot 12
2	Consultancy for Implementation of Nigeria Data Protection Regulation (NDPR 2019)	Lot 13
3	Design, Environmental Management Plan of Spaces Allocated to Nosdra for Dispersants and Fire Fighting Equipment by FAAN in Lagos, Portharcourt, Calabar and Kaduna	Lot 14
4	Development of Geographic Information System (GIS) for Tank Farms and Retail Outlets in Idemili North, Anambra State	Lot 15
5	Enlightenment Campaign on the Impact of Oil Spill and Pipeline Vandalisation in Rivers State	Lot 16
6	Enlightenment Campaign on the Impact of Oil Spill and Pipeline Vandalisation in Edo State	Lot 17
7	Enlightenment Campaign on the Impact of Oil Spill and Pipeline Vandalisation in Ondo State	Lot 18
8	Environmental Awareness Campaign on Oil Pollution in Khana/Gokana Federal Constituency	Lot 19
9	Monitoring and Evaluation of Capital Projects Nationwide	Lot 20
10	Review of the National Oil Spill Contingency Plan	Lot 21
11	Sensitization on Environmental Remediation of Waste Oil Degraded Lands in Aguata Federal Constituency	Lot 22
12	Sensitization of Apa/Agatu Federal Constituency on the Impact of Downstream Petroleum Sector on their Environment	Lot 23
13	Survey of Oil Spill Impacted Areas in Bayelsa State	Lot 24
14	Survey of Mangroves in the Oil Impacted Areas of Edo State	Lot 25
15	Training of Youth & Women on Safe Environmental Management of Motor (Mechanics) Oil Waste in Anambra	Lot 26

3. ELIGIBILITY REQUIREMENTS

Prospective bidders are required to submit the following documents:

(a) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Form CAC1. 1 or CAC2 and CAC7. Business Name is also acceptable for Services;

- (b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years (2018, 2019,2020) valid till 31 December, 2021;
- (c) Evidence of Pension Clearance Certificate valid till 31st December, 2021;
- (d) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2021;
- (e) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2021;
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 30/12/2021 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 or the Bureau of Public Procurement 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 (2018, 2019, and 2020);
- (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 Academy/Professional qualifications.
- (k) Verifiable documentary evidence of at least Three (3) similar Jobs executed in the Five (5) years including copies of Letters of Award, Valuation Certificates, Job Completion Certificate and photographs of the projects;
- (l) For Training Programmes: Evidence of Firm's Registration with the Centre for Management Development (CM D);
- (m) For Supply of Equipment: Letter of Authorization as representative of the Original Equipment Manufacturers (OEMs);
- (n) For ICT: Evidence of current registration/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);
- (o) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);
- (p) 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. COLLECTION OF TENDER DOCUMENTS:-

- 4.1 Interested Companies for Category A (Goods) and B (Works) 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), 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.
- 4.2 Interested bidders for Category C (Consultancy) are not expected to pay at this stage of tendering until after short - listing.
- 4.3 All bidders must fill the bid collection Register after the Collection of the Bidding Document.

5. SUBMISSION OF BID DOCUMENT

5.1 For Category C (Consultancy- Services):

Interested and qualified Service Providers for the procurement of Consultancy- Services are expected to submit one (1) bound prequalification document 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, 5th Floor, Plot 590, Zone AO, Central Business District, 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 **12:00 noon Monday, 7 June, 2021**. All bidders must fill the EOI Submission Register.

5.2 For Category A (Goods) and B (Works)

Prospective bidders are to submit bid for each of the lot desired, one (1) 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 Floor, Plot 590, Zone AO, Central Business District, 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 **12:00 noon Monday, 5 July, 2021**. All bidders must fill the bid submission Register.

6. OPENING OF EOI AND TECHNICAL BIDS

6.1 Expression of Interest (EOI) will be opened immediately following the deadline for the submission of bids at 12:00 noon Monday, 7 June, 2021 at the Agency's Conference Room, 5th 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. For further enquiries, please contact Director (Procurement) on e-mail: info@nosdra.gov.ng. 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 12:00 noon Monday, 5 July, 2021 at the Agency's Conference Room, 5th 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. For further enquiries, please contact Director (Procurement) on e-mail: info@nosdra.gov.ng

7. GENERAL INFORMATION

- (a) Bids must be in English Language and signed by an official authorised by the bidder;
- (b) The documents should be arranged in the order listed at 3 above and clearly separated by dividers;
- (c) Bids submitted after the deadline for submission would be returned un-opened;
- (d) Bidders should not bid for more than one (1) Lot;
- (e) Soft copy of submission should be in flash Drive
- (f) All costs will be borne by the bidders;
- (g) Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording (link will be sent to bidders) with the presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency and shall be made available to bidders upon request;

(h) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);

(i) 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;

(j) Only shortlisted bidders for category C will be invited for the collection of Request for Proposal;

(k) NOSDRA is nor bound to pre-qualify/shortlist any bidder and reserves the right to annul procurement process at any time without incurring and liabilities in accordance with Section 28 of Public Procurement.

SIGNED

DIRECTOR- GENERAL