

NIGERIA DEPOSIT INSURANCE CORPORATION (NDIC)

Protecting your bank deposits

NIGERIA DEPOSIT INSURANCE CORPORATION

Plot 447 / 448 Constitution Avenue, Central Business District, Abuja

E-mail: info@ndic.gov.ng

Website: www.ndic.gov.ng

INVITATION FOR EXPRESSION OF INTEREST (EOI) AND REQUEST FOR PROPOSAL ON DATA EXTRACTION FROM SERVERS OF DEFUNCT BANKS-IN-LIQUIDATION FOR THE CORPORATION (NDIC)

(1.0) INTRODUCTION

The Nigeria Deposit Insurance Corporation (NDIC) hereby request for Expression of interest and proposal of data extraction from servers of defunct banks-in-liquidation.

(2.0) SCOPE OF WORK

The Corporation currently coordinates the liquidation activities and debt recovery from its Lagos Office located at Mamman Kontagora House, Lagos.

The interested consultant is expected to among other things: -

Perform a detailed evaluation of all the storage media of the servers to determine the status. This activity would answer the following questions regarding the hardware. Can you still boot the Computer System? Which Operating System is running on the Computer System? Are we able to access the System (By-pass the OS Password)? Is there a banking application on the System? 5. Are there Database Management Systems on the Computer System.

Carry out thorough assessment on the storage drive of Computer Systems that could not be

powered on or the Operating System password could not be by-passed to gain access to the work environment of the Machine. This is necessary to identify how best to attempt the recovery of the data directly from the hard-drive. It is required to image the drive to a new drive or a disk image file to ensure that there is a secondary copy of the data on another drive, on which it is safe to perform testing and recovery procedures without harming the source. Also, logical recovery of files and file system structures as well as repair of damaged files must be conducted.

Determine the nature of files and directories that is contained on the drive such as, the Operating System, Application Software, Database Files, Spreadsheet and Word Documents.

Perform the extraction of the database files from the server for further processing that would enable extraction of the content.

Interpret the data so as to make sense out of a collection of data that has been extracted. The recovered database would be remounted on a database server of its type with a view to interpreting the database. Here, it is required to identify the Database objects. Recreate the Schema Diagram to understand the exact design of the database, Transform the table to the unique NDIC schema for failed institution.

Provide a Web Based Software Solution where the relevant banking transaction data of the various failed Banks would subsequently be uploaded into such that users with permission would be granted access to modules that are relevant to their privileges and they may require information. They should be able to query transactional information of the clients of the failed bank once it is uploaded to this platform, and obtain print out of relevant information from this application.

Produce findings and reporting document at the end of the entire process to be submitted to the ITD of the NDIC.

Findings refers to all observations made during the process of recovering information from the media while Reporting on the other hand refers to the standard report documents that have been designed to capture information at every operational stage of the application development.

VENDORS ARE ENCOURAGED TO VISIT THE CORPORATION'S HEAD OFFICE TO OBTAIN CUE \RER INSIGHT ON THE DETAILS OF THE REQUIREMENTS.

(3.0) ELIGIBILITY REQUIREMENTS

Interested Firms that wish to respond to this request for EOI should submit their company profile along with the following documents:

- (i) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and C AC7, Business Name is also acceptable.
- (ii) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners in case of Business Name) for the last three (3) years valid till 31st December, 2023;
- (iii) Evidence of Pension Clearance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- (iv) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N 50m and above);
- (v) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2023;
- (vi) 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 BPP.
- (vii) Sworn Affidavit:
 - disclosing whether or not any officer of the relevant committees of the Nigeria Deposit Insurance Corporation 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 no Director has been convicted in any Country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;

- that the Company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;

(viii) Company's Audited Accounts for the last three (3) years – 2020, 2021 & 2022:

(ix) Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

(x) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as NITDA & CPN etc.;

(xi) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;

(xii) Evidence of current Licence/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);

(xiii) For Joint Venture/Partnership, Memorandum of Understanding (MOU) should be provided. Where a bid is submitted by a joint venture (JV) partners each member of the JV must fulfil requirements i to vii under eligibility criteria.

Note: All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address,

Telephone Number (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 authorised officer of the firm.

(4.0) SUBMISSION OF EXPRESSION OF INTEREST (EOI) DOCUMENTS

Three (3) bound copies of Expression of Interest documents in sealed envelopes and clearly marked "Expression of Interest for the ISO Annual Surveillance Audit for the Corporation addressed to:

Director,

Procurement and Management Services Department,

Nigeria Deposit Insurance Corporation (NDIC),

Plot 447/448 Constitution Avenue,

Central Business District,

Abuja, Nigeria.

Furthermore, each sealed envelope should bear the name and address of the bidder and dropped in the designated Tender Box on the Ground floor, reception area at the Head Office Building not later than **11:00a.m. on Monday, 30 October, 2023**. Please, ensure that you sign the EOI's Submission Register in the Procurement and Management Services Department, 2nd floor, as NDIC will not be held liable for misplaced or wrongly submitted documents. Further requisite information required can be obtained from the following e-mail address info@ndic.gov.ng

(5.0) OPENING OF EOI DOCUMENTS

The opening would hold immediately after the deadline for submission at **11:00a.m. on Monday, 30 October, 2023** on the Ground Floor, Visitors Waiting Room at the NDIC Head

Office Building in the presence of the bidders or their representatives.

(6.0) ADDITIONAL INFORMATION

- (i) EOIs must be in English Language and signed by an official authorised by the bidder.
- (ii) Any submission received after the deadline for submission would be returned unopened.
- (iii) EOIs must be paginated and items required under eligibility requirements are to be arranged in the order of sequence and legible.
- (iv) Due diligence exercise shall be conducted to verify all the claims made by bidders
- (v) A Firm should not submit for more than one bid.
- (vi) Failure to comply with the instructions will lead to disqualification.
- (vii) The EOIs will be opened in the presence of CSOs and Professional bodies and covered by video recording; invitation link will be sent to bidder who chooses to join the EOI's opening online:
- (viii) Only shortlisted Firms will be invited at a later date for collection of Request for Proposals;
- (ix) NDIC is not bound to shortlist 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