

## **NIGERIAN FILM CORPORATION**

### **INVITATION TO TENDER (TECHNICAL AND FINANCIAL)**

#### **(1) INTRODUCTION**

The Federal Government of Nigeria has allocated funds for the Nigerian Film Corporation in the 2023 Appropriation Act for the execution of Capital, Constituency and Zonal Intervention Projects aimed at empowering and uplifting the people, institutions and constituencies in line with alleviating poverty, enhancing skill acquisition, human and capital development of the nation which is being embarked upon by the Federal Government of Nigeria.

Accordingly, the Nigerian Film Corporation wishes to invite reputable contractors with relevant proven competence and experience to submit tenders (Technical and Financial Bids) for execution of the under-listed projects:-

#### **(2) SCOPE OF WORK/GOODS/SERVICES**

The comprehensive detail of work for the projects shall be provided in the bidding documents to be issued to Bidders.

#### **CATEGORY A: 2023 CAPITAL PROJECTS**

<b>LOT NO</b>	<b>PROJECT DESCRIPTION</b>	<b>APP S/NO</b>
1	Physical Development of NFI Permanent Site	LOT: 2 CP NCB/W
2	Provision of Water at NFI Permanent	LOT: 3 CP NCB/W
3	Production of Feature Films	LOT: 5 CP NCB/CS
4	ZUMA Film Festival	LOT: 6 CP NCB/CS
5	Training of Youths in Film Production In Owerri - North LGA Imo State	LOT: 9 CP NCB/CS

**CATEGORY B:**

**EXPRESSION OF INTEREST FOR DISBURSEMENT OF THE FOLLOWING GRANTS REQUIRE ONLY MICRO FINANCE BANKS PREFERABLY WITHIN THE CONSTITUENCY FOR TENDERING/BIDDING**

LOT NO	PROJECT DESCRIPTION	APP S/NO
1	Providing of Film Grants for film Logistic for Women and Youths in Ussa Local Govt. Area, Taraba State.	LOT: 1 ZIP
2	Provision of Grants for Films Production and Logistics for Youth in Gwagwalada & Kuje Area Councils, in the FCT Senatorial District.	LOT: 2 ZIP
3	Provision of Grants for Films Production and Logistics for Youth in Abaji & Kwali Area Councils, in the FCT Senatorial District	LOT: 3 ZIP

**(3) ELIGIBILITY REQUIREMENTS:**

(a) Evidence of Certificate of Incorporation issued by 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 (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the last three (3) years valid till 31st December, 2023;

(c) 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);

(d) 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 N50m and above); Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2023;

(e) 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.

(g) Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Nigerian Film 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;

(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 such as COREN, QSRBN, ARCON, CORBON etc.;

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

(l) Works: List of Plants/Equipment with proof of Ownership/Lease Agreement;

(m) Category B: Only Micro-Finance Banks approved by the Central Bank of Nigeria are only qualified to submit Expression of Interest;

(n) Lot 5: Evidence of Firm's current registration with relevant regulatory professional body(ies) such as Centre for Management Development;

(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);

**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) COLLECTION OF TENDER DOCUMENTS (GOODS & WORKS)**

Tender documents should be collected from the Procurement Department, Nigerian Film Corporation Headquarters, Jos 1st floor, old wing building after payment of N 10,000.00 non-refundable Tender fee per Lot into the NFC's TSA in any reputable Commercial Bank in Nigeria.

#### **REMITA RETRIEVAL REFERENCE (RRR)**

All Remita Retrieval Reference (RRR) generated and payments made/receipts should be brought along to the Nigerian Film Corporation for collection of Tender documents. (NFC RRR CODE 1000094426).

#### **(5) SUBMISSION OF TENDER DOCUMENTS (GOODS & WORKS)**

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 two sealed envelopes together in a bigger sealed

envelope addressed to:

**The Managing Director,**

**Nigerian Film Corporation,**

**218T Liberty Dam Road,**

**P.O.BOX 693, Jos- Plateau State**

and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box Procurement Department at the Nigerian Film Corporation's premises not later than **12:00 noon, Monday, 30 October, 2023.**

**(6) SUBMISSION OF EOI (CONSULTANCY SERVICES)**

Interested Firms in Services are to submit the Expression of Interest (EOI) for each of the Lot desired, in three (3) hard copies each (one original & two copies). The EOI should be addressed as indicated above and submitted not later than **12:00 noon on Monday, 16 October, 2023.**

**(7) OPENING OF EOI AND TECHNICAL BIDS**

The EOI and technical bids will be opened immediately after the deadlines for in the presence of bidders or their representatives, while the financial bids will be kept un-opened. Please, ensure that you sign the EOI/Bid Submission Register in the Procurement Office, as the Nigerian Film Corporation will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Procurement Officer.

**(8) GENERAL INFORMATION**

(a) EOIs/Bids must be in English Language and signed by an official authorised by the bidder;

- (b) Bids submitted after the deadline for submission would be returned un-opened;
- (c) Bidders should not bid for more than two (2) Lots;
- (d) All costs will be borne by the bidders;
- (e) The EOIs/Technical Bids 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/bid opening online;
- (f) Goods & Works: 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;
- (g) Consultancy Services: Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals;
- (h) The Nigerian Film Corporation is not bound to pre-qualify/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**