

NIGERIAN INSTITUTE FOR OCEANOGRAPHY AND MARINE RESEARCH (NIOMR)

VICTORIA ISLAND, LAGOS

INVITATION FOR EXPRESSION OF INTEREST/PRE-QUALIFICATION FOR 2024 PROCUREMENT ACTIVITIES

(1.0) INTRODUCTION

Nigerian Institute for Oceanography and Marine Research (NIOMR), Lagos, a parastatal under the Federal Ministry of Agriculture and Rural Development, in keeping with its mandate and in compliance with the provisions of the Public Procurement Act, 2007, intends to implement the Institute's 2024 Capital and Zonal Intervention Projects. The Institute hereby invites interested, competent and reputable Contractors/Suppliers/Consultancy firms with relevant experience and good track records of related projects and services to submit bid and expression of interest for the following procurements:

(2.0) SCOPE OF WORKS/ SERVICE/SUPPLY

CATEGORY A: WORKS

Lot Ai	Construction (Building/Road/Landscaping/Repairs)
Lot Aii	Construction, Supply and Installation of Solar Lights and Boreholes

CATEGORY B: SERVICES

Lot Aiii	Consultancy Training Services
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CATEGORY C: SUPPLIES

Lot Avi	Supply of Vehicles
Lot Av	Supply of Educational Materials (Books, Laboratory Equipment and Chemicals)
Lot Avi	Supply of Agricultural Inputs, Equipment and Accessories
Lot Avii	Supply of Medical Equipment/ Accessories/Drugs

(3.0) ELIGIBILITY REQUIREMENTS

Prospective bidders shall submit the following documents for consideration:

- (a) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms 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 Certificate of all the Partners in case of Business Name) for the last three (3) years valid till 31st of December, 2024; with minimum average annual turnover of N50 million for Works and N30 million for Goods and Services.
- (c) Evidence of Pension Clearance Certificate valid till 31st December, 2024 (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, 2024 (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) Compliance Certificate valid till 31st December, 2024;
- (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 /12/2024 or valid Certificate issued by BPP;
- (g) Sworn affidavit:
 - disclosing whether or not any officer of the relevant committees of the Nigerian Institute for Oceanography and Marine Research 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 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;
 - that the company does not have existing loan or financial liability with a bank, other financial institution or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months;
- (h) Company's Audited Accounts for the last three (3) years – 2021, 2022 & 2023;
- (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 documented evidence of at least three (3) similar jobs executed in the last Five (5) years including Letters of Award, Job Completion Certificates and Photographs of the projects;
- (l) Training Programmes: Evidence of Firm's registration with Centre for Management Development (CMD) for training services;
- (m) Only Companies included in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles or their authorised representatives should bid for the vehicles;
- (n) Medical and Health Equipment: Letter of Authorisation from the Original Equipment Manufacturers listed in the Approved Policy for Procurement of Health and Medical Equipment for Tertiary Hospitals in Nigeria;
- (o) Supply of Other Equipment: Letter of Authorisation as representative of the Original

Equipment Manufacturers (OEMs);

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

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 authorized officer of the firm.

*The documents submitted should have a table of content indicating the pages the items are to be found. Failure to comply with this directive will result in disqualification of the bidder.

(4.0) SUBMISSION OF EXPRESSION OF INTEREST/PRE-QUALIFICATION DOCUMENTS

Prospective firms are to submit two (2) bound copies of documents, ensuring that the pages therein are arranged as indicated above. The two bound copies should be placed in individual envelopes, and the reverse of each sealed envelope should bear the name and address of the bidder. Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to Executive Director/CEO, Nigerian Institute for Oceanography and Marine Research) and clearly marked with (the name of the project and the Lot number), and drop in the designated Tender Box at the Procurement Unit **not later than 12:00 noon on Monday, 18 March, 2024.**

Please ensure that you sign the EOI/Bid Submission Register in the office of Director of Procurement as Nigerian Institute for Oceanography and Marine Research will not be held liable for misplaced or wrongly submitted bids.

(5.0) OPENING OF EXPRESSION OF INTEREST/PRE-QUALIFICATION DOCUMENTS

Expression of Interest/Pre-Qualification documents will be opened immediately after the

close of submission of the documents in the Institute's Conference Room at **12:00 noon on Monday, 18 March, 2024.**

(6.0) GENERAL INFORMATION

- (a) Expression of Interest and Pre-Qualification documents must be in English Language and signed by an official authorised by the company;
- (b) Expression of Interest and Pre-Qualification documents submitted after the deadline for the submission would be returned un-opened;
- (c) All costs will be borne by bidders;
- (d) Services: Only shortlisted Applicants will be invited at a later date for collection of Request for Proposal;
- (e) Goods & Works: Only Pre-Qualified Applicants at the technical evaluation will be invited at later date for collection of tender documents.
- (f) NIOMR is not bound to pre-qualify/shortlist any Applicants 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:

Executive Director/CEO

Nigerian Institute for Oceanography and Marine Research