



NIGER DELTA DEVELOPMENT COMMISSION (NDDC)

167 Aba Road, Port Harcourt



REQUEST FOR PROPOSAL FOR THE PROCUREMENT OF SERVICES

1.0 INTRODUCTION

- 1.1 The Board and Management of the Niger Delta Development Commission (NDDC) in line with its statutory mandate and the Niger Delta Regional Development Master Plan (NDRDMP) wishes to procure various services in the mandate nine (9) States of the region. The full list of the intended services to be procured is as shown below.
- 1.2 Consequently, the Commission wishes to engage the services of experienced and qualified consultants to undertake the procurement of the services listed below.

2.0 SCOPE OF SERVICES

- 2.1 The scope of services to be rendered are as indicated against each or group of similar services contained in the attached list.

3.0 ELIGIBILITY CRITERIA:

- 3.1 Any interested and qualified Consulting Firm with relevant experience would be deemed qualified to collect the tender documents at the address stated below after payment of a non-refundable Tender Fee of N10,000.00 (Ten Thousand Naira) only payable in bank draft in favour of Niger Delta Development Commission (NDDC) between the date of this publication and on or before 12:00 noon, Friday, October 19, 2018.
- 3.2 This Request for Proposal shall be based on meeting the following minimum eligibility criteria:
- Evidence of registration with Corporate Affairs Commission (CAC) by inclusion of Certificate of Incorporation and Article of Association;
 - Detailed Company Profile;
 - Evidence of current Tax Clearance Certificate (for the last three years) corresponding with the Audited Financial Accounts by inclusion of photocopy;
 - Evidence of Compliance with the Pensions Reforms Act, 2004 by inclusion of Compliance Certificate from the National Pension Commission;
 - Evidence of Compliance with the Social Insurance Fund Amendment Act, 2011 by inclusion of Compliance Certificate from the Social Insurance Fund;
 - Evidence of Compliance with the Industrial Training Fund Amendment Act, 2011 by inclusion of Compliance Certificate from the Industrial Training Fund;
 - Evidence of Registration in the National Database of Contractors, Consultants and Service Providers by attaching the Interim Registration Report from BPP;
 - Evidence of relevant work experience in at least three (3) jobs of similar nature and complexity executed within the last five (5) years with verifiable Award letters and Certificates of Payments or Job Completion;
 - Evidence of possession of Financial Capability by inclusion of the declared Annual Turnovers for three (3) years and as related to the Firm's Audited Accounts;
 - Evidence of possession of adequate and qualified personnel to execute the work by inclusion of their resumes, qualifications and professional certificates;
 - Evidence of possession of the relevant Equipment, Instruments, Warehouse or/and other relevant facilities where necessary;
 - Affidavit that the firm is not in receivership, insolvency or bankruptcy;
 - Affidavit that none of the directors of the company has any criminal conviction relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts;
 - Affidavit that none of the directors of the company are officers of the Federal Service or BPP;
 - Compliance to other specific requirements relevant to the intended procurement;
 - Joint Venture (JV) Agreement not necessary.

4.0 LIST OF SERVICES FOR RfP

NO	DESCRIPTION OF SERVICES	LOCATION
1.	Professional Special Consultancy Services for Community & Rural Development Programme	Regional
2.	Value Re-orientation and Sensitization of Communities Against Project Vandalization	Regional
3.	Entrepreneurial Development Workshop and Establishment for Women of the Niger Delta Region (Lots 1-10)	Regional
4.	Training and Establishment of Women in Skill Acquisition on Fashion Design, Interior Decoration, Event Management, Hairdressing/Catering, Confectionery/Post Training Equipment Establishment (Lots 1-8)	Regional



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5.	Inventorization and Categorization of Youth Groups in the Niger Delta Region/ Capacity Building of the Executives of these Groups in Leadership and Development (Lots 1-30)	Regional
6.	Workshops for Women Entrepreneurship (Grassroot Level) in the 27 Senatorial Districts of the Niger Delta and Empowerment of Star Entrepreneurs on State by State basis (Lots 1-38)	Regional
7.	Training and Establishment of Youths in the Design and Illustrative Industry in the Niger Delta (Lots 1-7)	Regional
8.	Training and Establishment of Youths in the Furniture/Cabinet Industry	Regional
9.	Skills Training/Establishment of Physically Challenged Youth of the Niger Delta Region	Regional
10.	Enterprise Resource Planning and Business Applications including License & Support (3 Lots). i. Lot 1 Design, building, development and deployment of NDDC App Center and Medical Staff Record Management System ii. Lot 2 Design, building, development and deployment of NDDC Legal Services Litigation Record Management System Support iii. Lot 3 Design, building, development and deployment of automated Nominal Roll System.	Regional
11.	Deployment and Maintenance of NDDC Region-Wide Telepresence and Uniform remote conference system (6 Lots): Lot 3: Design & Deployment of remote conference/Immersive Telepresence system (Akwa Ibom, Cross River, Imo & Abia)	Regional
12.	Training on ICT: NDDC Cloud based mail management system and use of productivity Suites	Regional
13.	IT Change Management Capacity Building/Upgrade & Knowledge Transfer (10 Lots): i. Lot 1 - Abia State ii. Lot 2 - Akwa Ibom State iii. Lot 3 - Bayelsa State iv. Lot 4 - Cross River State v. Lot 5 - Delta State vi. Lot 6 - Edo State vii. Lot 7 - Imo State viii. Lot 8 - Ondo State ix. Lot 9 - Rivers State x. Lot 10 - Lead Consultant	Regional
14.	Project Management/IT Oversight, Data security, Business Continuity (Disaster Recovery/Backup), Capacity Building/Knowledge transfer	Regional
15.	Internal Security Staff training	Regional
16.	Mid Term Review of the NDRDMP (36 Lots)	Regional
17.	Tuberculosis (TB) Control Programme in Niger Delta States (Various)	Regional
18.	Capacity Building Programme for Traditional Birth Attendants (TBAs) (Pilot Programme)	Regional

5.0 PROPOSAL EVALUATION, PROCEDURE AND METHOD

5.1 The procedure and method that will apply for this Request for Proposal (RfP) shall be as stated below:

- a. Payment of stipulated Tender collection fee (in Bank Draft) and collection of Tender;
- b. Filling and Submission of Bid on or before the deadline specified in this advert;
- c. Technical Bid Evaluation: Review and assessment of all returned Technical Bids - all Firms that submit a complete documentation of all requirements including the Eligibility Criteria will be accepted and assessed;
- d. Financial Proposals Opening only for Firms whose Technical Bids are accepted. The Financial Bids of the Firms whose Technical Bids are rejected will be returned (unopened) to their stated addresses;
- e. Financial Proposal Evaluation;
- f. Method of selection will be Quality Cost Based Selection (QCBS) on a 70:30 scale;
- g. Award or Commissioning.



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6.0 COLLECTION OF TENDER DOCUMENTS

6.1 The contact information for obtaining tendering documents, after the fulfilment of Item 3.1 and 3.2 above; are as follows:

The Head, Procurement
8th Floor, Head office Building
Niger Delta Development Commission
167, Aba Road Port Harcourt.

7.0 SUBMISSION OF PROPOSAL

7.1 Submission of well filled Financial Proposal documents must be packaged in one (1) sealed envelope and clearly marked on the TOP: Financial Proposal for the “name of the CHOSEN SERVICE” and address as stated below;

7.2 Submission of Technical Proposal made up of serially arranged required documents with separators must be packaged in one (1) sealed envelope and clearly marked on the TOP: Technical Proposal for the “name of the CHOSEN SERVICE” and address as stated below;

7.3 Both fully sealed and addressed envelopes (Items 7.1 and 7.2 above) are then put into One (1) sealed larger envelope and address as stated below: “indicating name of the CHOSEN SERVICE”:

7.4 PLACE OF SUBMISSION: Tenders to be submitted in tamper-proof box located in the office stated below.

The Head, Procurement Unit
8th Floor, Head office Building
Niger Delta Development Commission
167, Aba Road Port Harcourt.

8.0 CLOSING DATE FOR SUBMISSION OF BIDS

8.1 The closing date for this Request for Proposal (RfP) for all interested, qualified and prospective firm(s) is on or before 12:00 noon, Friday, October 19, 2018.

9.0 BID OPENING DATE

9.0 The Request for Proposal (RfP) will be opened immediately after the specified closing date and time indicated in Item 8.1 above at the Reception Hall (Ground Floor) of the Commission.

10.0 OTHER INFORMATION

10.1 Any interested and qualified firm(s) should not indicate interest in more than One (1) item;

10.2 Only short-listed firms will be invited for further considerations after technical evaluation of tenders;

10.3 All inquiries regarding this advertisement should be directed to:

“The Head, Procurement Unit
8th Floor, Head office Building
Niger Delta Development Commission
167, Aba Road Port Harcourt.”

11.0 DISCLAIMER:

11.1 This Request for Proposal (RfP) is published for the information of any qualified and prospective Firm only and does not constitute the Award or an offer by the Board and Management of the Commission to transact with any party for these Services nor does it also constitute a commitment or obligation on the part of the Board and Management of the Commission to procure the concession Services.

11.2 The Board and Management of the Commission will not be responsible for any costs or expenses incurred by any interested party(ies) in connection with any response to this Request for Proposal (RfP) and/or the preparation or submission in response to an inquiry.

11.3 The Board and Management of the Commission is not bound to consider or shortlist any qualified and prospective Firm(s) and reserves the right to annul the selection process at any time without any liabilities and assigning any reason thereof.

Signed:
Management



NDDC
... *Determined to make a Difference*

No. 167, Aba Road, Port Harcourt, Rivers State, NIGERIA
www.nddc.gov.ng

