



NIGERIAN MARITIME ADMINISTRATION AND SAFETY AGENCY (NIMASA)

(Established under the Nigerian Maritime Administration and Safety Agency Act, 2007)

Maritime House: 4 Burma Road, Apapa, P.M.B. 12861, Lagos.

E-mail: procurement@nimasa.gov.ng Website: www.nimasa.gov.ng

PROC. 11/21/SN02

INVITATION TO TENDER/EXPRESSION OF INTEREST (EOI)

1. INTRODUCTION

The Nigerian Maritime Administration and Safety Agency (NIMASA), a Parastatal of the Federal Ministry of Transportation in compliance with the Public Procurement Act (PPA) 2007, invites reputable contractors/firms/companies with proven records of accomplishment to submit bids and or express interest in the under-listed projects appropriated in the Agency's Budget:

2. SCOPE OF WORKS/SUPPLIES/SERVICES

CATEGORY A: INVITATION TO TENDER

LOT-1	Supply of Electrical Items and Maintenance Works at NIMASA Head Office
LOT-2	Replacement of Defective Electronic Injector Units of 2000KVA Generator
LOT-3	Supply of Operational Vehicle
LOT-4	Production of Cabotage Sailing Clearance
LOT-5	Supply of Equipment and Photocopy Machine
LOT-6	Supply and Installation of Earthen System, Thunder Arrestor, provision of aviation light and Sundry at NIMASA Operational Offices
LOT-7	Supply of Search & Rescue Operations Equipment
LOT-8	Provision of Safety Work Kits for Search and Rescue (SAR) Marshals
LOT-9	Renovation and Furnishing of the International Ship and Port Facility (ISPS) Unit
LOT-10	Production of New Certificates for Dock Labour Employers
LOT-11	Supply and Installation of Solar Power Security Light at NIMASA Western Zone Office
LOT-12	Supply of Furniture for Ground floor of Eastern Wing at Head Office
LOT-13	Provision of Hybrid Inverter System for the GMDSS Equipment at Takwa Bay, Lagos
LOT-14	Procurement of Workplace, Health and Safety Kits

CATEGORY B: EXPRESSION OF INTEREST

LOT-15	Engagement of Financial/Tax Consultant at Western Zone
LOT-16	Provision of Mobile Network Services
LOT-17	Comprehensive Establishment of a Fixed Asset Register for NIMASA

3. ELIGIBILITY REQUIREMENTS

Prospective bidders are required to submit the following documents:

- Certificate of Incorporation issued by the Corporate Affairs Commission (CAC), including Certified True Copy of Form CAC7 and CAC 2.1 or CAC 1.1. Business Name is also acceptable for Category B;
- Copy 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 years (2018, 2019 and 2020) valid till 31st December 2021, with a minimum average annual turnover of **₦20 Million for works**.
- Evidence of Pension Clearance Certificate valid till 31st December, 2021 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2021 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is **₦50m** and above);
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of valid Interim Registration Report (IRR) expiring 31/12/2021 or valid Certificate issued by BPP;
- Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December 2021;
- A Sworn Affidavit:
 - disclosing whether or not any officer of the relevant committees of the Nigerian Maritime Administration and Safety 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.
- Audited Accounts of the company for the last three years (2018, 2019 and 2020);
- Reference Letter from a reputable commercial bank in Nigeria, indicating a willingness to provide credit facility for the execution of the project when needed;
- Documentary evidence of at least three (3) similar jobs successfully executed/on-going within the last five (5) years including Letters of Award, Valuation/Job completion certificate etc.);
- Category B: Evidence of Firm's current registration with relevant regulatory professional body(ies);
- Company's Profile with the signed Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- Works: List of Plants/Equipment with proof of Ownership/Lease;
- Works: Company's Signed Health, Safety and Environment (HSE) policy;
- Vehicles: 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;
- For Supply of Equipment: Letter of Authorization as representative of the Original Equipment Manufacturers (OEMs);
- Electricity Jobs: Evidence of current Licence issued by Nigerian Electricity Management Services

Agency (NEMSA);

- Lots 15 & 17: Evidence of Firm's current registration with Financial Reporting Council of Nigeria;
- Lots 15 & 17: Evidence of Firm's current registration with regulatory body such as ICAN, ANAN or any related body(ies);
- Lot 16: Evidence of Firm's current registration with telecoms regulatory body, or as an authorised agent;
- 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 (CATEGORY A)

Prospective Bidders for Lots 1 - 14 are requested to collect Bid Documents from the office of the Head Procurement, 5th Floor, Maritime House No.4 Burma Road, Apapa, Lagos, upon presentation of evidence of payment of a non-refundable tender fee of Ten Thousand Naira (10,000.00) only per lot. Payment shall be made to NIMASA's Remita account in any reputable Commercial Bank in Nigeria. After payment, Teller shall be taken to the NIMASA Revenue Unit for issuance of a receipt for collection of Bidding Documents. Note that payment of Tender fee is not required at this stage for Category B.

5. SUBMISSION OF TENDER DOCUMENTS (CATEGORY A)

Technical documents shall be enclosed in a separate envelope (marked Technical) and Financial Bid in another envelope (marked Financial). The two separate envelopes shall be enclosed in one sealed outer envelope clearly marked "INVITATION TO TENDER" stating the "Lot No", company name and the "Project Title". The technical bid and the financial bid shall be submitted in duplicate on or before **11:00a.m. on Thursday, 23rd December 2021** to the address below:

The Head Procurement, 5th floor, Nigerian Maritime Administration and Safety Agency, No 4 Burma Road, Apapa, Lagos. Submission on the last day shall be done at the **BID OPENING Venue at NIMASA Head Office, No4 Burma Road, Apapa, Lagos**. Late submission will be returned un-opened.

6. OPENING OF THE TECHNICAL BIDS (CATEGORY A)

Only Technical bids shall be opened immediately after the submission deadline at **11:00a.m. on Thursday, 23rd December, 2021 at NIMASA Head Office, No. 4 Burma Road, Apapa, Lagos** while the financial bids shall be kept un-opened.

7. EXPRESSION OF INTEREST (CATEGORY B)

All EOI with supporting documents (ORIGINAL AND DUPLICATE) neatly packaged in sealed envelope, stating Expression of Interest shall be submitted to the office of Head Procurement on or before **11:00 a.m. on Tuesday, 7th December, 2021**. Late submission will be returned un-opened.

8. OPENING OF EXPRESSION OF INTEREST (CATEGORY B)

Submitted EOI documents shall be opened immediately after the deadline for submission at **11:00 a.m. on Tuesday, 7th December, 2021**, at NIMASA Head Office, No. 4 Burma Road, Apapa, Lagos. **Late submission will be returned un-opened.**

9. ENQUIRIES

Enquiries regarding this advertisement should be directed to the Office of the Head Procurement, 5th Floor, The Nigerian Maritime Administration and Safety Agency (NIMASA), No. 4 Burma Road, Apapa, Lagos, or through the following telephone numbers during official hours (9am – 5pm) only: 08062691690; 08155775757.

10. GENERAL NOTICE

- The document should be arranged in the order listed at 3.0 above and clearly separated by dividers;
- All submission shall be made in English Language;
- Failure to submit all the required documents stated above shall lead to the disqualification of the Bid;
- No bidder should bid for more than two (2) Lots;
- All CAC, PENCOM, ITF, NSITF and Tax Clearance Certificates submitted may be referred to Security Agencies, Corporate Affairs Commission (CAC), Federal Inland Revenue Service (FIRS), Industrial Training Fund (ITF), National Pension Commission and other relevant bodies for verification;
- This notice shall not be construed to be a commitment on the part of Nigerian Maritime Administration and Safety Agency to award any form of contract to any respondent or entitle any Company/Firm submitting documents to claim any indemnity from the Agency;
- Bidders shall be responsible for all costs in preparation and submission of Bid;
- Bidders are advised to read this solicitation carefully as failure to follow instructions shall lead to rejection of bid.
- 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 (invitation link will be sent to bidders to join the bid opening) with the physical presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency;
- Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- Category A: 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;
- Category B: Only shortlisted firms will be invited at a later date for collection of Request for Proposals;
- NIMASA 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