



NIGERIAN PORTS AUTHORITY

26/28, MARINA LAGOS

www.nigerianports.org

PUBLIC NOTICE NO: 3970

PREQUALIFICATION FOR PROVISION OF INSURANCE COVER FOR NIGERIAN PORTS AUTHORITY – NATIONAL SHOPPING LIST

A. INTRODUCTION

Nigerian Ports Authority hereby invites reputable and competent Underwriting Companies and Insurance Brokers to submit pre-qualification documents for the under listed projects. Pre-qualified firms would be short listed for a period of twenty (20 months) effective from 1st May 2017 to 31st December 2018.

S/N	DESCRIPTION/LOCATION	LOT
1	Group Life Cover Underwriter	Lot 1
2	Group Life Cover Broker	Lot 2
3	Non – Life Cover Underwriter	Lot 3
4	Non – Life Cover Broker	Lot 4
5	Marine Hull, Protection & Indemnity etc Broker	Lot 5

Please note that Bidders are not allowed to bid for more than two (2) lots.

B. SCOPE OF SERVICES

The scope of services shall be provided in the Request for Proposal (RFP) that will be issued to prequalified Bidders.

C. TENDER REQUIREMENT

Interested bidders should submit three (3) Hard COPIES (one original and two duplicate copies) and a SOFT COPY (In MS Word/ Excel/PDF) of the bid documents. The Hard copies must be bound, duly signed, paginated, separated by dividers and arranged in the order outlined hereunder:

Mandatory Requirements (Soft and Hard Copies)

1. Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Form CO2 and CO7.
2. Evidence of Company Tax Clearance Certificate and Audited Account for the last three (3) years (2013, 2014 & 2015), duly signed by ANAN/ICAN licensed Auditors.
3. Current Pension Clearance Certificate from National Pension Commission (PENCOM).
4. Evidence of Compliance Certificate with Industrial Training Fund (ITF) Act No. 19 of 2011.
5. Evidence of certificate of registration on the National Data Base of Contractors, Consultants and Service Providers by the Bureau of Public Procurement (BPP) or copy of interim Registration report (IRR) as evidence of compliance with the requirement.
6. Evidence of current registration with Financial Reporting Council (FRC) (where applicable)
7. All bids must be accompanied with a sworn affidavit disclosing that they do not have any Director who 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.
8. All bidders must accompany every bid with an affidavit disclosing whether or not any officer of the relevant committees of the Nigerian Ports Authority (NPA) or Bureau of Public Procurement (BPP) is a former or present director, shareholder or has any pecuniary interest in the bidder and confirm that all information presented in its bid are true and correct in all particulars.
9. Audited Statement of Account of the Company for the last three (3) year showing Annual Turnover duly endorsed by a firm of Chartered Accountants
10. Company profile to include names, qualifications and experience of key personnel (attach certificates and provide evidence of experience)
11. All relevant information concerning contacts, addresses, telephones, fax and e-mail address of company or representative (s) should be provided
12. Evidence of business status (Vendor, manufacturer's representative(s) and/or technical Partnership etc.
13. For Joint Venture (JV)/Partnership, Memorandum of Understanding (MoU) should be provided
14. Bids must be in English language, in clear HARD & SOFT COPIES and signed by an official authorized by the bidder.

Technical Proposal for Insurance Company should include:

1. Evidence of Operating License (for the Insurance mentioned above) from the National Insurance Commission (NAICOM).
2. Evidence of NAICOM's Approval for the Company's Account for year 2015.
3. Evidence of Valid Re-insurance Treaty/Cover.
4. Evidence of experience in at least Five (5) jobs of similar nature executed within the past Five (5) years with verifiable letters of award

Technical Proposal for Insurance Broker should include:

1. Evidence of Operating License from National Insurance Commission (NAICOM) and membership of Nigerian Corporation of Insurance Brokers
2. Professional Indemnity (Evidence of Valid Current Cover).
3. Evidence of Registration Certificate with Nigerian Council of Registered Insurance Brokers.
4. Evidence of experience in at least Five (5) jobs of similar nature executed within the past Five (5) years with verifiable letters of award.

D. SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

Prospective bidders are to submit One (1) Soft copy and Three Hard copies of Prequalification documents (comprising One original and Two duplicate copies) should be packaged in a **SEALED ENVELOPE** and addressed to **"THE SECRETARY TO THE TENDER BOARD, NIGERIAN PORTS AUTHORITY"** and clearly marked **"PRE-QUALIFICATION FOR PROVISION OF INSURANCE COVER FOR NIGERIAN PORTS AUTHORITY – NATIONAL SHOPPING LIST"** Specifying **PUBLIC NOTICE NO. 3970 with the Lot number** and dropped in the designated Tender Box located on the 1st floor of the Headquarters Building of Nigerian Ports Authority at 26/28, Marina Lagos adjacent to the Lift Lobby not later than **11.00am on the dates specified in the table below:**

S/N	LOT	CLOSING/OPENING DATE
1	Lot 1	Monday, 23 rd January 2017
2	Lot 2	Monday, 23 rd January 2017
3	Lot 3	Tuesday, 24 th January 2017
4	Lot 4	Tuesday, 24 th January 2017
5	Lot 5	Wednesday, 25 th January 2017

Where a bidder decides to bid for two (2) lots, submission on each should be done separately.

All received bid documents will be opened **immediately** at the Conference room, 1 Joseph Street, off Marina, Lagos in the presence of bidders or their representatives. Please, ensure that you sign the bid submission register in the office of the General Manager, Procurement on the 1st floor of the Headquarters Building of Nigerian Ports Authority at 26/28, Marina Lagos, as the Authority will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the "General Manager (Procurement)" on e-mail: info.procurement@nigerianports.org. Wrongly placed tenders and late submission would not be entertained. All costs incurred as a result of this tender invitation and any subsequent requests for information shall be borne by the bidding companies. Only short-listed companies will be contacted.

The invitation to tender does not place any obligation on the Authority to consider any responding company for the award of contract. Wrongly placed tenders and late submission would not be entertained. All cost incurred as a result of this tender invitation and any subsequent request for information shall be borne by the bidding companies. Only shortlisted companies will be contacted.

**SIGNED
MANAGEMENT
NIGERIAN PORTS AUTHORITY**

