



NIGERIAN PORTS AUTHORITY

26/28, MARINA LAGOS

www.nigerianports.org

PUBLIC NOTICE NO: 3982

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY ON THE IMPLEMENTATION OF INTERNATIONAL STANDARD ORGANIZATION REGULATION (ISO 9000)

A. INTRODUCTION

The Nigerian Ports Authority (NPA) hereby invites reputable and competent companies to express interest for Consultancy on the Implementation of International Standard Organization Regulation (ISO 9000).

B. SCOPE OF SERVICE

The scope of Service includes but not limited to carrying out gap analysis on the existing management system and identifying operational processes in the Harbours department in all Pilotage Districts that require ISO 9001:2008 QUALITY Management system. Formulate Marine operational Manual and procedures on processes as well as training on competence and awareness. Additional information is detailed in the Request for Proposals documents (RfP), which shall be issued to shortlisted bidders.

C. ELIGIBILITY REQUIREMENTS

Interested bidders should submit their (Eoi) documents in **One (1) soft Copy and Two (2) Hard copies** duly signed, paginated, separated by dividers and arranged in the order outlined hereunder:

1. Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including forms CO2/CA2 and CO7/CA7
2. Evidence of Company's Tax Clearance Certificate and Audited Accounts for the last three (3) years (2013, 2014 & 2015).
3. Evidence of current Pension Clearance Certificate (2016) from National Pension Commission (PenCom)
4. Evidence of current Certificate of Compliance 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 Bureau of Public Procurement (BPP) or copy of Interim Registration Report (IRR) as evidence of compliance with the requirement
6. Bids must be in English Language and signed by an official authorized by the bidder
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. Evidence of **Three (3)** similar projects executed in the past Ten (10) years including letters of awards, completion certificates payment etc.
10. Company profile to include names, qualifications (attach Certificates) and experience of key personnel (Provide evidence).
11. All relevant information concerning contacts, addresses, telephones (**GSM**), fax and e-mail address of company or representative(s) must be provided.
12. For Joint Venture (JV), Partnership, Memorandum of Understanding (MoU) should be provided.

Note: Failure to comply with items 1-8 above will lead to disqualification of the Eoi

D. SUBMISSION OF EXPRESSION OF INTEREST (EOI)

Prospective bidders are to submit One (1) Soft copy and Two (2) spiral bound hard copies of **Expression of Interest (Eoi) documents** in the order outlined above. The Eoi documents must be submitted in SEALED ENVELOPE and addressed to: **“THE SECRETARY TO THE TENDERS BOARD, NIGERIAN PORTS AUTHORITY”** and clearly marked as **“EXPRESSION OF INTEREST FOR CONSULTANCY ON THE IMPLEMENTATION OF INTERNATIONAL STANDARD ORGANIZATION REGULATION (ISO 9000)** specifying PUBLIC NOTICE NO: 3982 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 Lift Lobby not later than **11.00am on Thursday, 12th January 2017.**

All received Eoi documents will be publicly opened **immediately** after close of submission at the Conference room, 1 Joseph Street, off Marina, Lagos in the presence of the bidders or their representatives and any interested member of the public. 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 Eois. For further enquiries, please contact the “General Manager (Procurement)” on e-mail: info.procurement@nigerianports.org. Wrongly placed Eois 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.

**SIGNED
MANAGEMENT
NIGERIAN PORTS AUTHORITY**