



PETROLEUM TRAINING INSTITUTE NIGERIA

P.M.B. 20, EFFURUN, DELTA STATE, www.pti.edu.ng

INVITATION TO TENDER FOR 2021 CAPITAL PROJECTS

1.0. INTRODUCTION

- 1.1. The Petroleum Training Institute (PTI), the foremost Oil and Gas Technological Institution set up by Enactment of Act No.37 of 1972 subsequently amended by Act No. of 1975 and PTI Cap P16 2004 to train competent Technical Manpower for the Oil/Gas and Allied Companies.
- 1.2. The Petroleum Training Institute Effurun hereby invites interested, competent and reputable consultants, contractors and suppliers with relevant experience to make submission for the supply, installation and construction of the under listed equipment/projects for the year 2021 capital appropriations.

2.0. SCOPE OF WORKS/SUPPLIES

CODE	PROJECT DESCRIPTION
ERGP23137295	Supply and Installation of Glassblowing Workshop Equipment
ERGP554004506	Supply and Installation of Equipment for PTI Skill Development Academy
ERGP2106197	Procurement and Installation of Laboratory Equipment
ERGP23137295	Procurement and Installation of Teaching Aids
ERGP2106069	Supply and Installation of Smart Classroom
ERGP2106094	Construction and Installation of Water Treatment Plant/facilities
ERGP2106069	Installation and Commissioning of WIFI Infrastructure

3.0. ELIGIBILITY REQUIREMENTS (minimum qualification that the bidders must meet such as)

- i. Evidence of registration with the Corporate Affairs Commission (CAC);
- ii. Evidence of Company income's Tax Clearance certificate (or Personal Income Tax Clearance Certificate of all the Partners) for the last three (3) years valid till 31st December, (2021); with minimum turnover of Forty Five million naira only (N45,000,000.00);
- iii. Evidence of current Pension clearance certificate valid till 31st December, 2021;
- iv. Evidence of current Industrial Training Fund (ITF) compliance certificate valid till 31st December, 2021;
- v. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) clearance certificate valid till 31st December, 2021;
- vi. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Provider by submission of Interim Registration Report (IRR) expiring on 31st December, 2021 or valid certificate issued by Bureau of Public Procurement (BPP);
- vii. Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Petroleum Training Institute 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;
- viii. Company's Audited Accounts for the last three (3) years (2018, 2019, 2020);
 - ix. Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
 - x. Company Profile with the curriculum vitae of key staff to be deployed for the project, including copies of their Academics/Professional qualification such as NITDA, CPN, COREN, QSRBN, ARCON, CORBON, SURCON etc.;
 - xi. Verifiable documentary evidence of at least three (3) similar Jobs executed in the last five (5) years including Letters of Award, Valuation Certificates, Job completion certificate and Photographs of the projects;
 - xii. List of Plants/Equipment with proof of ownership/Lease (where applicable);
 - xiii. Evidence of Firm's registration with relevant professional body(ies) such as NITDA, CPN, COREN, QSRBN, ARCON, CORBON, SURCON;
 - xiv. For supply of Equipment: Evidence of Letter of Authorisation as representative of the original Equipment Manufacturers(OEMs);
 - xv. For joint venture/Partnership, Memorandum Of Understanding (MOU) should be provided (CAC, Tax Clearance certificate, Pension clearance certificate, ITF compliance certificate, NSITF clearance certificate, IRR and Sworn Affidavit are compulsory for each JV partner);
 - xvi. All documents for submission must be transmitted with a covering/forwarding letter under the company/firms letter head paper bearing among others the Registration number (RC) as issued by the Corporate Affairs Commission (CAC), contact address, telephone number (Preferably GSM Number) and email address. The Letter head 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.

4.0 COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect the Standard Bidding Document (SBD) from the Procurement office at the ETSD Block, Petroleum Training Institute, Effurun on evidence of payment of a non – refundable fees of N30,000.00 per Code, paid into the Petroleum Training Institute's Remittal account in any commercial bank.

5.0 SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit bid for each of the Code desired, two (2) hard copies each of the technical and financial bids with soft copy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to;

**The Principal & Chief Executive,
Petroleum Training Institute,
Effurun, Delta State**

And clearly marked with the name of the project and the Code number. Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box in the Internal Auditor's office, Room 5, Administrative Block, Petroleum Training Institute, Effurun not later than 1.00pm on Monday 7th June, 2021.

6.0 OPENING OF BID

The technical bids will be opened immediately after the deadline for submission at 1.00pm on Monday 7th June, 2021 at the council chamber of Petroleum Training Institute, Effurun while the Financial bids will be kept un–opened. Please ensure that you sign the Bid submission register in the Internal Auditor's office, Room 5, Administrative Block, as Petroleum Training Institute will not be held liable for misplaced or wrongly submitted bids.

7.0 GENERAL INFORMATION

- a. Bids must be in English Language and signed by an official authorised by the bidder;
- b. Bids submitted after the deadline for submission would be returned un–opened;
- c. Bidders should not bid for more than two (2) Codes (note: this maximum ceiling is important in order not to over stretch bidder's capacity, and causing delay in project delivery);
- d. All costs will be borne by the bidders;
- e. Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids on – successful bidders will be returned un–opened;
- f. 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 with the presence of two (2) representatives of the private sector, professional bodies and civil society organisation in the area of Anti–corruption/Transparency;
- g. The Petroleum Training Institute is not bound to pre- qualify 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
Principal & Chief Executive
Petroleum Training Institute



PETROLEUM TRAINING INSTITUTE NIGERIA

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INVITATION FOR EXPRESSION OF INTEREST FOR APPOINTMENT OF EXTERNAL AUDITORS

1.0. INTRODUCTION

- 1.1. The Petroleum Training Institute (PTI), the foremost Oil and Gas Technological Institute set up by Enactment of Act No.37 of 1972 subsequently amended by Act No. of 1975 and PTI Cap P16 2004 to train competent Technical Manpower for the Oil/ Gas and Allied Companies.
- 1.2. The Petroleum Training Institute, Effurun hereby invites interested, competent and reputable audit firms with relevant experience to make submission for the **Expression of Interest for the Appointment of External Auditors.**

2.0. SCOPE OF SERVICES

- 2.1 Appointment of external auditors for the audit of the Institute's Accounts for the year 2019 and 2020

3.0. ELIGIBILITY REQUIREMENTS

Interested firms are requested to submit two (2) bound Expression of Interest (EOI) documents duly signed, paginated, separated by dividers and arranged in the order outlined hereunder; Evidence of certificate of incorporation with the Corporate Affairs Commission (CAC) including forms CAC 2 and CAC 7.

- i. Evidence of firm's Tax Clearance certificate for the last three (3) years valid till 31st December, 2021.
- ii. Evidence of current Pension compliance certificate valid till 31st December, 2021.
- iii. Evidence of current Industrial Training Fund (ITF) compliance certificate valid till 31st December, 2021.
- iv. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) compliance certificate valid till 31st December, 2021.
- v. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Provider by submission of Interim Registration Report (IRR) expiring on 31st December, 2021 or valid certificate issued by Bureau of Public Procurement (BPP).
- vi. Evidence of firm's registration with relevant professional body such as ICAN/ANAN/FINANCIAL REPORTING SERVICES.
- vii. Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Petroleum Training Institute 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.

- viii. Company's Audited Accounts for the last three (3) years (2018, 2019, 2020).
- ix. Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed.
- x. Company Profile with the curriculum vitae of key staff to be deployed for the project, including copies of their Academics/Professional qualification such as ICAN/ANAN.
- xi. Verifiable documentary evidence of at least three(3) similar Jobs executed in the last five (5) years including Letters of Award, Valuation Certificates, Job completion certificate and Photographs of the projects.
- xii. For joint venture/Partnership, Memorandum of Understanding (MOU) should be provided (All the eligibility requirements are compulsory for each JV/ partner).
- xiii. All documents for submission must be transmitted with a covering/forwarding letter under the company/firms letter head paper bearing among others the Registration number (RC) as issued by the Corporate Affairs Commission (CAC), contact address, telephone number (Preferably GSM Number) and email address. The Letter head 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.

4.0 SUBMISSION OF EOI DOCUMENT

Interested firms are to submit two (2) bound of Expression of Interest (EOI) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to:

**The Principal & Chief Executive,
Petroleum Training Institute,
Nigeria,
P.M.B 20,
Effurun, Delta state.**

And clearly marked with the name of the project. Furthermore, the reverse of each sealed envelope should have the name and the address of the bidder and drop in the designated Box in the Internal Auditor's office, room 5, Administrative Block, Petroleum Training Institute, Effurun not later than 1.00pm on Monday, 10th May, 2021.

5.0 OPENING OF EOI DOCUMENTS

The EOI documents will be opened immediately after the deadline for submission by 1.00pm on Tuesday 11th May, 2021 at the council chamber of Petroleum Training Institute, Effurun in the presence of bidders or their representatives. Please ensure that you sign the bid submission register in the office of Internal Auditor, Room 5, Administration Block, as the Petroleum Training Institute will not be held liable for misplaced or wrongly submitted bids.

6.0 GENERAL INFORMATION

- a. EOI must be in English Language and signed by an official authorised by the bidder;
- b. EOI submitted after the deadline for submission would be returned un–opened;
- c. Bidders must be registered with the office of the Auditor – General for the Federation;
- d. Bidders name must be included in the accredited firms published by the office of the Auditor – General for the federation;
- e. All costs will be borne by the bidders;
- f. All shortlisted bidders will be contacted at a later date for collection of tender documents;
- g. The Petroleum Training Institute is not bound to 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:
Principal & Chief Executive,
Petroleum Training Institute