

# **PETROLEUM TRAINING INSTITUTE**

## **P.M.B 20, EFFURUN DELTA STATE**

### **INVITATION TO TENDER**

#### **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. 52 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 contractors and suppliers with relevant experience to make submission for the supply and installation of ICT equipment for ICT centre and the e – Library.

#### **2.0. SCOPE OF WORKS/ SUPPLIES**

**2.1** supply and installation of ICT equipment for ICT centre and the e – Library

#### **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 31<sup>st</sup> December, (2021); with minimum turnover of Forty-Five Million Naira only (45,000,000.00);
- iii. Evidence of current Pension clearance certificate valid till 31<sup>st</sup> December,2021;
- iv. Evidence of current Industrial Training Fund (ITF) compliance certificate valid till 31<sup>st</sup> December,2021;
- v. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) clearance certificate valid till 31<sup>st</sup> 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 31<sup>st</sup> 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, 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. For supply of Equipment: Evidence of Letter of Authorisation as representative of the original Equipment Manufacturers(OEMs);
- xiv. 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);
- xv. 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 ₦10,000.00 into the Petroleum Training Institute’s Remita account in any commercial bank.

#### **5.0 SUBMISSION OF TENDER DOCUMENTS**

Prospective bidders are to submit 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 . 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 10.00am on Thursday 9<sup>th</sup> December, 2021.

#### **6.0 OPENING OF BID**

The technical bids will be opened immediately after the deadline for submission at 10.00am on Thursday 9<sup>th</sup> December, 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. All costs will be borne by the bidders;
- d. 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;
- e. 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  
The Principal/Chief Executive  
Petroleum Training Institute