

PETROLEUM TRAINING INSTITUTE,

P.M.B 20, EFFURUN DELTA STATE

EXPRESSION OF INTEREST

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 Consultants with relevant experience to make submission for the Expression of Interest for the Provision of Human Resources Management Software (HRMS).

2.0. SCOPE OF SERVICES

2.1. Provision of Human Resources Management Software (HRMS)

2.2. HRMS that can handle HR information Management, Leave Management, Payroll Management, Employee On boarding, Exit Management, HR Reporting, Recruitment, Succession Planning, Performance Management, Appraisal and Disciplinary Management.

2.3. Training and Technical Documentation for PTI ICT Staff.

2.4. Secured Dedicated Hosting Services.

2.5. Annual Support and Maintenance.

3.0. ELIGIBILITY REQUIREMENTS

Interested firms are requested to submit two (2) bound EOI documents duly signed paginated, separated by dividers and arranged in the order outlined hereunder;

- i. Evidence of certificate of incorporation with the Corporate Affairs Commission (CAC) including forms CAC2 and CAC7.
- ii. Evidence of firm's Tax Clearance certificate for the last three (3) years valid till 31st December, 2023.
- iii. Evidence of current Pension compliance certificate valid till 31st December,2023.
- iv. Evidence of current Industrial Training Fund (ITF) compliance certificate valid till 31st December,2023.
- v. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) compliance certificate valid till 31st December,2023.
- 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,2023 or valid certificate issued by Bureau of Public Procurement(BPP).
- vii. Evidence of firm's registration with relevant professional body such as NITDA, CPN, etc.
- viii. 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.
- ix. Company's Audited Accounts for the last three (3) years (2020, 2021, 2022).

- x. 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.
- xi. 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
- xii. Verifiable documentary evidence of at least Five (5) similar Jobs executed in the last five (5) years including Letters of Award, Valuation Certificates, Job completion certificate and Photographs of the projects.
- xiii. For joint venture/Partnership, Memorandum of Understanding (MOU) should be provided (All the eligibility requirements are compulsory for each JV/ partner).
- xiv. 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,
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 10.00am on Tuesday 5th September, 2023.

5.0 OPENING OF EOI DOCUMENTS

The EOI documents will be opened immediately after the deadline for submission by 10.00am on Tuesday 5th September, 2023 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. All costs will be borne by the bidders;
- d. Only shortlisted firms will be contacted at a later date for collection of Request for Proposal;
- e. 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

The Principal/Chief Executive
Petroleum Training Institute