



NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

INVITATION TO PREQUALIFICATION/EXPRESSION OF INTEREST

h. Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2025, or valid Certificate issued by BPP.

i. Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Nigerian Content Development and Monitoring Board or the Bureau of Public Procurement is a former or current 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;
- that no Director 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.
- that the company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings.

j. Company's Audited Accounts for the last three (3) years - 2022, 2023 & 2024.

k. Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed.

l. Company's profile with the curriculum vitae of key staff to be deployed for the project, including copies of their academic/professional qualifications such as SURCON, COREN, QSRBN, ARCON, CORBON etc.

m. Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years, including Letters of Awards, Valuation Certificates, Job Completion Certificates, and Photographs of the projects;

n. For Works: List of plants/equipment with proof of ownership/lease agreement.

o. For Joint Venture/Partnership, Memorandum of Understanding (MoU) indicating Lead Partner should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);

Note: All documents for submission must be transmitted with a Covering/Forwarding letter under the company/firm's letterhead paper bearing, amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The letterhead 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. SUBMISSION OF PREQUALIFICATION DOCUMENTS

Prospective bidders are to submit pre-qualification documents for each of the Lot desired; three (3) hard copies each of the technical bids packaged in sealed envelopes and clearly marked as "Technical Bid"; and addressed to **The General Manager, Procurement Division, Nigerian Content Development and Monitoring Board, Nigerian Content Tower, Ox-Bow Lake, Swali, Yenagoa, Bayelsa State, Nigeria** and clearly marked with **the name of the project and the Lot number**. Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and dropped in the designated Tender Box on the 12th Floor, NCDMB Tower Office, Swali, Ox-Bow Lake, Yenagoa not later than **12:00noon on Tuesday, 14th October 2025**.

5. OPENING OF PREQUALIFICATION DOCUMENTS

The EoI and prequalification documents will be opened immediately after the deadline for submission at **12:00noon on Tuesday, 14th October 2025**, at the Nigerian Content Tower in the presence of bidders or their representatives. Please, ensure that you sign the EoI/Bid Submission Register in the office of 12th Floor, NCDMB Tower Office, Swali, Ox-Bow Lake, Yenagoa, as the Nigerian Content Development and Monitoring Board will not be held liable for misplaced or wrongly submitted bids.

6. GENERAL INFORMATION

- a) Prequalification documents must be in English Language, and signed by an official authorised by the bidder.
- b) Prequalification documents submitted after the deadline for submission would be returned unopened.
- c) Bidders should not bid for more than two (2) Lots.
- d) All costs will be borne by the bidders.
- e) The prequalification documents will be opened in the presence of bidders or their representatives, CSOs in the areas of anti-corruption and transparency and private professional bodies; and will be covered by video recording. Invitation link will be sent to bidder who chooses to join the bid opening online.
- f) Only pre-qualified bidders will be invited at a later date for collection of tender documents.
- g) The Nigerian Content Development and Monitoring Board is not bound to pre-qualify/shortlist any applicant 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:
**General Manager,
Procurement Division,
Nigerian Content Development and
Monitoring Board (NCDMB)**