



NIGERIAN PORTS AUTHORITY
26/28, MARINA LAGOS
www.nigerianports.gov.ng

PUBLIC NOTICE NO: 4069

PREQUALIFICATION FOR PROVISION OF INSURANCE COVER FOR NIGERIAN PORTS AUTHORITY – NATIONAL SHOPPING LIST

A. INTRODUCTION

The Nigerian Ports Authority hereby invites reputable and competent Underwriting Companies and Insurance Brokers to submit prequalification documents for the under listed projects. Prequalified firms would be shortlisted for a period of twenty-four (24) months effective from 1st January 2019 to 31st December 2020 and renewable annually subject to satisfactory performance.

DESCRIPTION/LOCATION	LOT
Group Life Assurance - Underwriter	Lot 1
Group Life Assurance – Broker	Lot 2
Non-Life Cover – Underwriter	Lot 3
Non-Life Cover – Broker	Lot 4
Offshore Cover – Broker (Marine Hull & Machinery, Protection & Indemnity, etc.)	Lot 5

Please, note that bidders are not allowed to bid for more than two (2) lots.

B. SCOPE OF SERVICES

The scope of services shall include but not limited to the following:

- i. Cover for all moveable and immovable assets of the Authority (vessels, vehicles, building, navigational facilities, contents, computers, etc.
- ii. Cover for all Officers and Staff of the Authority against bodily injury and death.
- iii. Cover for legal liabilities of the Authority arising out of her operations.

Further information is contained in the Request for Proposal (RfP) to be issued to prequalified bidders.

C. ELIGIBILITY CRITERIA

Interested companies should submit bound bid documents duly signed, paginated, separated by dividers and arranged in the order outlined hereunder:

TENDER REQUIREMENTS

1. Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7.

2. Evidence of Company Income's Tax Clearance Certificate for the last three (3) years (2015, 2016 & 2017) valid till 31st December 2018.
3. Evidence of Company Audited Accounts for the last three (3) years (2015, 2016 & 2017) duly signed by ANAN/ICAN licensed Auditors.
4. Evidence of Current Pension Clearance Certificate from National Pension Commission (PENCOM) valid till 31st December 2018.
5. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December 2018.
6. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December 2018.
7. Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration report (IRR) expiring on 30/06/2018 or valid Certificate issued by BPP.
8. Evidence of current registration with Financial Reporting Council (FRC) (where applicable).
9. Sworn affidavit disclosing that bidders 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;
10. Sworn 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.
11. All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), contact address, telephone (preferably GSM No.), fax and e-mail address. The Letter Head Paper must bear the Names and Nationalities of the Directors of the Company/Firm at the bottom of the page.
12. Company profile to include names, qualification and experience of key personnel (copies of relevant academic and professional qualifications of such personnel must be attached).
13. Evidence of business status (Vendor, Manufacturer's representative(s) and/or technical partnership, etc.
14. For Joint Venture (JV)/Partnership, Memorandum of Understanding (MoU) should be provided. **(Items 1-13 are compulsory for each JV partner).**

Note: Failure to comply with items 1-13 above will lead to disqualification of the bid.

Technical Proposal for Insurance Company should include:

1. Evidence of Operating License (for the insurance mentioned above) from the National Insurance Commission (NAICOM).
2. Evidence of NAICOM's approval of the Company's audited account for year 2017.
3. Evidence of valid Re-insurance Treaty/Cover.
4. Evidence of experience in at least five (5) jobs of similar nature executed within the last five (5) years including letters of award, contract agreements, etc.

Technical Proposal for Insurance Broker should include:

1. Evidence of Operating License from the National Insurance Commission (NAICOM) and membership of Nigerian Corporation of Insurance Brokers.
2. Professional Indemnity (Evidence of Valid Current Cover).
3. Evidence of Registration Certificate with Nigerian Council of Registered Insurance Brokers.
4. Evidence of experience in at least five (5) jobs of similar nature executed within the last five (5) years including letters of award, contract agreements, etc.

D. SUBMISSION OF PREQUALIFICATION DOCUMENTS

Prospective bidders are to submit two (2) hard copies of PREQUALIFICATION documents in a **SEALED ENVELOPE** addressed to "**SECRETARY TO THE TENDERS BOARD, NIGERIAN PORTS AUTHORITY**" and clearly marked "**PREQUALIFICATION FOR PROVISION OF INSURANCE COVER FOR NIGERIAN PORTS AUTHORITY – NATIONAL SHOPPING LIST**" specifying **PUBLIC NOTICE NO. 4069 and appropriate LOT NO.....** Furthermore, the reverse side of the sealed envelope should have the name and address of the bidder. Thereafter, drop the envelope in the designated Tender Box located on the 1st floor of the Headquarters Building of Nigerian Ports Authority at 26/28, Marina Lagos not later than **11.00 am on the dates specified in the table below:**

LOT	CLOSING/OPENING DATE
Lot 1	THURSDAY, 28 TH JUNE 2018
Lot 2	FRIDAY, 29 TH JUNE 2018
Lot 3	MONDAY, 2 ND JULY 2018
Lot 4	TUESDAY, 3 RD JULY 2018
Lot 5	WEDNESDAY, 4 TH JULY 2018

Where a bidder decides to bid for two (2) lots, submission on each should be done separately.

The technical bids will be opened **immediately** at the Conference room, 1 Joseph Street, off Marina, Lagos in the presence of bidders or their representatives. 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 adjacent to the Lift Lobby, as the Authority will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the "General Manager (Procurement)" on e-mail: info.procurement@nigerianports.org.

E. GENERAL INFORMATION

1. Bids must be in English Language and signed by an official authorized by the bidder.
2. Late submission will not be entertained.
3. All costs incurred as a result of this tender invitation and any subsequent requests for information shall be borne by the bidding companies and only short-listed companies will be contacted.

4. The Authority is not bound to pre-qualify any bidder and reserves the right to cancel the Procurement proceedings in the public interest without incurring any liabilities to the bidders in accordance with the provisions of Section 28 of the Public Procurement Act 2007.

**SIGNED
MANAGEMENT
NIGERIAN PORTS AUTHORITY**