



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

**PUBLIC NOTICE NO: 4071**

**EXPRESSION OF INTEREST (EOI) FOR CARGO SURVEY SERVICES AT RIVERS PORT, PORT-HARCOURT**

**A. INTRODUCTION**

The Nigerian Ports Authority hereby invites reputable and competent Cargo Surveying firms to express interest in providing cargo survey services at Rivers Port, Port-Harcourt as indicated below:

<b>TYPE OF CARGO</b>	<b>AREA OF OPERATION</b>	<b>LOT</b>
Containerized Cargo	All Terminals and Jetties	Lot 1
Dry Bulk Cargo	All Terminals and Jetties	Lot 2
Liquid Bulk Cargo	All Terminals and Jetties	Lot 3
General Cargo	All Terminals and Jetties	Lot 4

**Please, note that bidders are not allowed to bid for more than three (3) lots.**

**B. SCOPE OF SERVICES**

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

- i. Provide actual cargo weight and units of cargo (where applicable) of imports and exports. This is to include volume moves in the case of containers.
- ii. Provide draft survey by reading a ship's draft on the draft markings at six standard points on the hull, forward, midships and aft on both port and starboard sides.
- iii. Provide corrections for factors such as trim, water density and non-cargo weight if any before calculating the cargo weight change.
- iv. Prepare a report providing information on the density of the ballast water at berth, tables ascertaining the quantity of ballast and fresh water on board vessels, the condition of all types of tanks in the vessel, amongst others

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 31<sup>st</sup> 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 31<sup>st</sup> December 2018.
5. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December 2018.
6. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> 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 1/1/2019 or valid Certificate issued by BPP.
8. 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;
9. 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.
10. 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.
11. Evidence of financial capability to execute the project by submission of reference letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed.
12. Company profile to include names, qualification (copies of relevant academic and professional qualifications of such personnel must be attached) and experience of key personnel in Cargo Surveying.
13. Verifiable documentary evidence of at least a similar job in Cargo Surveying in the last five (5) years including Letter of Award, Valuation Certificate and Job Completion Certificate.
14. For Joint Venture (JV)/Partnership, Memorandum of Understanding (MoU) should be provided. **(Items 1-11 are compulsory for each national JV partner, while items 1, 2, 8 and 9 are compulsory for each international JV partner as issued in home country).**

***Note: Failure to comply with items 1-11 and items 1, 2, 8 and 9 above will lead to disqualification of the bid for national and international companies respectively.***

#### **D. SUBMISSION OF EXPRESSION OF INTEREST (EOI) DOCUMENTS**

Prospective bidders are to submit two (2) hard copies of EOI documents in a **SEALED ENVELOPE** addressed to "**SECRETARY TO THE TENDERS BOARD, NIGERIAN PORTS**

**AUTHORITY”** and clearly marked **“EXPRESSION OF INTEREST (EOI) FOR CARGO SURVEY SERVICES AT RIVERS PORT, PORT-HARCOURT”** specifying **PUBLIC NOTICE NO. 4071 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 1<sup>st</sup> floor of the Headquarters Building of Nigerian Ports Authority at 26/28, Marina Lagos not later than **11.00 am on Thursday, 18<sup>th</sup> October 2018.**

The bid documents received before the deadline for submission will be opened **immediately** at **11.00 am on Thursday, 18<sup>th</sup> October 2018** in the Conference room on 2<sup>nd</sup> floor of the ancillary building, 26/28 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 1<sup>st</sup> 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](mailto: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.
5. Where a bidder decides to bid for more than one lot, submission on each should be done separately.

**SIGNED  
MANAGEMENT  
NIGERIAN PORTS AUTHORITY**