



NIGERIAN PORTS AUTHORITY

26/28, MARINA LAGOS

www.nigerianports.org

PUBLIC NOTICE NO: 4034

EXPRESSION OF INTEREST (EOI) FOR ICT AUDIT OF DEPLOYED INFRASTRUCTURE AND SOLUTIONS AUTHORITY-WIDE AS A PART OF THE AUTHORITY'S TECHNOLOGY TRANSFORMATION AGENDA – PROJECT TETRA

A. INTRODUCTION

The Management of Nigerian Ports Authority (NPA) hereby invites reputable and competent Information and Communication Technology (ICT) firms to submit Expression of Interest documents for ICT Audit of Deployed Infrastructure and Solutions in all its locations. The information technology audit or information systems audit is an examination of the deployed assets and solutions. The audit evaluation will determine if the information systems are maintaining data integrity and operating effectively to achieve the technology transformation objectives of the Authority.

B. SCOPE OF SERVICES

The Consultant is expected to evaluate the quality, routines and controls of IT installations and processes as follows:

- a. Organization and management of IT operations.
- b. Infrastructure Readiness Assessment (IRA) – infrastructure Landscape, Data Centre, Connectivity, Disaster Recovery, Hardware, Storage, Back Up and Support Capabilities.
- c. Application Development and maintenance.
- d. IT application, network and infrastructure security.
- e. Productivity and Communication – Leverage on a-d above, to ensure the deployment of a fit-for-purpose productivity and communication platform across NPA. This will ensure that productivity is improved and communication across board is simplified thus improving service delivery and quality. The Consultant will also design a Learning Management System (LMS) to drive Change Management and Capacity Building across NPA and its business units.
- f. Identify capacities and opportunities for improvement and development of practical and cost effective Port Community System and Traceability from "Load to Clear".

More information will be provided on the Request for proposal (RfP) to be issued to shortlisted firms.

C. TENDER REQUIREMENTS

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

Expression of Interest Requirements

1. Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Form CO2/CAC2 and CO7/CAC7.
2. Evidence of Company Tax Clearance Certificate and Audited Account for the last three (3) years (2014, 2015 & 2016), duly signed by ANAN/ICAN licensed Auditors.
3. Evidence of Current Pension Clearance Certificate from National Pension Commission (PENCOM).
4. Evidence of Current Compliance Certificate with Industrial Training Fund (ITF) Act No. 19 of 2011.
5. Evidence of Current Compliance Certificate with the Employees Compensation Act which requires that all employers of labour must remit 1% of the total annual emolument of their workers to the Nigerian Social Insurance Trust Fund (NSITF).

6. Evidence of Current registration on the National Data Base of Contractors, Consultants and Service Providers by the Bureau of Public Procurement (BPP) or copy of interim Registration report (IRR) as evidence of compliance with the requirement.
7. Bids must be in English Language and signed by an official authorized by the bidder.
8. All bids must be accompanied with a sworn affidavit disclosing that they 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. All bidders must accompany every bid with an 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. Firm must have a minimum of five (5) years' experience in performing similar jobs.
11. Firm must have staff with ISACA certification and either of CISSP, ITIL, CCNP or any other similar professional certifications.
12. Evidence of minimum of two (2) similar projects executed in the last three (3) years including letters of awards, completion certificates etc.
13. Company profile to include names, qualifications and experience of key personnel (attach certificates and evidence of experience).
14. 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 Name and Nationalities of the Directors of the Company/Firm at the bottom of the page.
15. For Joint Venture (JV)/Partnership, Memorandum of Understanding (MoU) should be provided. (Items 1 – 9 are compulsory for each JV partner).

Note: Failure to comply with items 1-10 above will lead to disqualification of the bid.

D. SUBMISSION OF EXPRESSION OF INTEREST DOCUMENTS

Prospective bidders are to submit two (2) hard copies of EOI documents (one original and one duplicate) in **SEALED ENVELOPES**, clearly marked "**EXPRESSION OF INTEREST (EOI) FOR ICT AUDIT OF DEPLOYED INFRASTRUCTURE AND SOLUTIONS AUTHORITY-WIDE AS A PART OF THE AUTHORITY'S TECHNOLOGY TRANSFORMATION AGENDA – PROJECT TETRA**" Specifying **PUBLIC NOTICE NO: 4034** and addressed to "**THE SECRETARY, TENDERS BOARD, NIGERIAN PORTS AUTHORITY**". Furthermore, the reverse side of the sealed envelope should have the name and address of the bidder. Then drop the sealed envelope in the designated Tender Box located on the 1st floor of the Headquarters Building of Nigerian Ports Authority at 26/28, Marina Lagos adjacent to the Lift Lobby not later than **11.00am on Friday, 20th October 2017**.

All bid documents received before the deadline for submission 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, 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. Late submission would not be entertained.
2. 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.
3. The Authority 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
MANAGEMENT
NIGERIAN PORTS AUTHORITY**

