



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

PUBLIC NOTICE NO: 4133

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 2021 to 31st December 2022 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 (Excluding Motor Vehicles)	Lot 3
Non-Life Cover – Broker (Excluding Motor Vehicles)	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. For administrative convenience, motor vehicles will be exclusively covered by the Lead Non-Life Underwriter and Lead Non-Life Broker. Where a bidder decides to bid for two (2) lots, submission on each should be done separately.

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, buildings, 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 (2017, 2018 & 2019) valid till 31st December 2020.
3. Evidence of Company Audited Accounts for the last three (3) years (2017, 2018 & 2019) duly signed by ANAN/ICAN licensed Auditors.
4. Evidence of Current Pension Clearance Certificate from National Pension Commission (PENCOM) valid till 31st December 2020.
5. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December 2020.

6. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December 2020.
7. Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration report (IRR) expiring on 31/12/2020 or valid Certificate issued by BPP.
8. Evidence of current registration with Financial Reporting Council of Nigeria;
9. Sworn Affidavits disclosing:
 - That the Company does not have any Director who has been convicted in any Country for any criminal offence relating to fraud of financial impropriety or criminal misrepresentation or falsification of facts relating to any matter.
 - Whether or not any officer of relevant committees of Nigerian Ports Authority (NPA) or has any pecuniary interest in the bidder and confirm that all information presented in its bid are true and correct in all particulars.
 - That the Company is not in receivership, subject of any form of insolvency or bankruptcy proceeding or the subject of any form of winding up petition or proceedings.
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. Company profile to include names, qualification and experience of key personnel (copies of relevant academic and professional qualifications of such personnel must be attached).
12. Evidence of business status (Vendor, Manufacturer's representative(s) and/or technical partnership, etc.
13. For Joint Venture (JV)/Partnership, Memorandum of Understanding (MoU) should be provided. **(Items 1-12 are compulsory for each JV partner).**

Technical Proposal for Insurance Underwriter 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 2019.
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.

Note: Failure to comply with any of the tender requirements listed above will lead to disqualification of the bid.

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. 4133** 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 3rd floor of NPA Annex Building at 1 Joseph Street, off Marina Lagos not later than **11.00 am** on **the dates specified in the table below:**

LOT	DEADLINE FOR SUBMISSION	OPENING OF EOI
Lot 1	WEDNESDAY, 21 ST OCTOBER 2020	WEDNESDAY, 21 ST OCTOBER 2020
Lot 2	THURSDAY, 22 ND OCTOBER 2020	THURSDAY, 22 ND OCTOBER 2020
Lot 3	FRIDAY, 23 RD OCTOBER 2020	FRIDAY, 23 RD OCTOBER 2020
Lot 4	MONDAY, 26 TH OCTOBER 2020	MONDAY, 26 TH OCTOBER 2020
Lot 5	WEDNESDAY, 28 TH OCTOBER 2020	WEDNESDAY, 28 TH OCTOBER 2020

E. OPENING OF PREQUALIFICATION DOCUMENTS

The technical bids will be opened **immediately** after the deadlines for submission (as stated above) at the Conference room, 3rd Floor, NPA Annex Building, 1 Joseph Street, off Marina, Lagos in the presence of bidders or their representatives. **Representatives of Non-Governmental Organizations related to this procurement, transparency and anti-corruption Agencies are hereby invited to witness the bid opening in compliance with Section 19 (b)(ii) of the PPA, 2007.** Please, ensure that you sign the bid submission register in the bid submission office on the 3rd floor of NPA Annex Building, 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. Bidders are excused from the bid opening, which will be attended by officials of private sector professional organisation and CSOs in the areas of anti-corruption/transparency. The event will be fully captured on video and can be provided to bidders on request.

F. GENERAL INFORMATION

1. Bids must be in English Language and signed by an official authorized by the bidder.
2. Late submission will be returned un-opened.
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. Only shortlisted firms will be contacted at a later date for collection of Request for Proposals;
5. Submissions may be made through courier service, in the stipulated format in (D) above and must not be later than the stipulated deadline.
6. 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**