



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

PUBLIC NOTICE NO: 4138

EXPRESSION OF INTEREST (EOI) FOR DESIGN, DEVELOPMENT AND IMPLEMENTATION OF PERFORMANCE MANAGEMENT SYSTEM

A. INTRODUCTION

The Management of Nigerian Ports Authority (NPA) hereby invites reputable and competent ICT firms to submit Expression of Interest (EoI) documents for the Design, Development and Implementation of a Performance Management System.

B. SCOPE OF SERVICES

A Performance Management System helps organizations to effectively monitor and understand employees' performance and productivity. It allows leaders and Managers to easily track, analyse and evaluate workers, ensuring goals are met and issues are addressed promptly.

The Performance Management System to be deployed should have the following features:

- a. Goal Setting and Management
- b. Monitoring Day-to-Day Performance
- c. Performance Appraisal
- d. 360-degree review
- e. Employee Engagement
- f. Continuous feedback Mechanism, of High Capacity (able to serve minimum of 4,000 persons) and User Friendly
- g. Interface with the existing Oracle E-Business Suite

More information on the scope of services is contained in the Request for Proposal to be issued to pre-qualified firms.

C. ELIGIBILITY CRITERIA

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

EXPRESSION OF INTEREST REQUIREMENTS

1. Evidence of Business Name or Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7.
2. Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners in case of Business Name) for the last three (3) years (2017, 2018 & 2019) valid till 31st December, 2020 with minimum cumulative turnover of **₦100 Million**;
3. Evidence of Company's Audited Accounts for the last three (3) years (2017, 2018 & 2019) duly signed by ANAN/ICAN licensed Auditors.
4. Evidence of Pension Compliance Certificate 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. Sworn Affidavit disclosing:
 - That the Company does 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.
 - Whether or not any officer of the relevant committees of the Nigerian Ports Authority (NPA) or Bureau of Public Procurement 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.
 - 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.
9. 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.
10. Evidence of financial capability to execute the project by submission of reference letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed.
11. Company's profile to include names, qualification (copies of relevant academic and professional qualifications of such personnel must be attached) and experience of key personnel in Design, Development and Implementation of Performance Management System.
12. Verifiable documentary evidence of at least three (3) similar projects on the Design, Development and Implementation of Performance Management System by including Letters of Award, Contract Agreements and Job Completion Certificates.
13. Evidence of Firm's registration/accreditation with National Information Technology Development Agency (NITDA) and Computer Professionals Registration Council of Nigeria;
14. Failure to comply with items 1 – 13 above will lead to disqualification of the bid. (This is applicable for non-Joint Venture submissions).
15. For Joint Venture (JV)/Partnership, Memorandum of Understanding (MoU) should be provided.
(Items 1-13 are compulsory for each national JV partner).

D. SUBMISSION OF EXPRESSION OF INTEREST (EOI) DOCUMENT

Interested bidders are to submit two (2) bound copies of EOI documents, paginated and arranged with dividers as indicated above. The EOI documents should be submitted in sealed envelopes and addressed to "**SECRETARY TO THE TENDERS BOARD, NIGERIAN PORTS AUTHORITY**" and clearly marked "**EXPRESSION OF INTEREST (EOI) FOR DESIGN, DEVELOPMENT AND IMPLEMENTATION OF PERFORMANCE MANAGEMENT SYSTEM**" Specifying **PUBLIC NOTICE NO: 4138** and dropped in the designated Tender Box located on the 3rd floor of NPA annex Building, 1, Joseph Street, off Marina Lagos not later than **11:00am on Monday, 21st December 2020**.

E. OPENING OF EXPRESSION OF INTEREST (EOI) DOCUMENT

All EOI documents received before the deadline for submission will be opened **immediately** at **11:00 am on Monday, 21st December 2020** in the Conference room on 3rd floor of NPA Annex building, 1, Joseph Street, off Marina, Lagos. **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 the 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.

F. GENERAL INFORMATION

1. Bids must be in English Language and signed by an official authorised 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.
4. Only shortlisted firms will be contacted at a later date for collection of Request for Proposals
5. 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 liabilities to the bidders in accordance with the provisions of Section 28 of the Public Procurement Act 2007.
6. Submissions may be made through courier service, in the stipulated format in (D) above and must not be later than the stipulated deadline.
7. 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.

**SIGNED
MANAGEMENT
NIGERIAN PORTS AUTHORITY**