



CENTRAL BANK OF NIGERIA

Request For Proposal For The Recycling Of Paper Banknote Wastes

RFP NO: CBN/COD/RFP/2020/001

1.0 INTRODUCTION:

The destruction of unfit banknotes in Nigeria is carried out by the Central Bank of Nigeria (CBN) under strict security and environmentally sustainable manner. Section 18(d) of the CBN Act 2007 authorised “The Bank to arrange for the destruction of currency notes and coins withdrawn from circulation under the provision of section 20(3) of the said Act or otherwise found by the Bank to be unfit for use.”

The banknotes disposal operation is presently carried out in twelve (12) disposal centres across the country weekly where about 100 tons of paper banknote wastes are generated. These wastes are destroyed through open air burning in sites owned by the Bank or rented, usually from the respective State Governments. Paper Banknote wastes disposal by open air burning impacts negatively on the environment thereby causing pollution and health hazards.

The Central Bank of Nigeria in pursuance of its sustainability initiatives has reviewed the current method of banknote wastes disposal through open air burning with the aim of adopting more environmentally sustainable method thereby reducing its carbon foot print.

2.0 RECYCLING

Recycling is the process of converting waste materials into reusable objects to prevent wastage of potentially useful materials, reduce the consumption of fresh raw materials, minimise energy usage, avoid probable air pollution (from incineration) and water pollution (from landfilling). It has been identified as the most environmentally sustainable method of banknote waste disposal that could be explore. In this mode, the banknote wastes would be recycled by converting the wastes into useful products. Recycling of banknote wastes would enhance economic activities in the country in addition to environmental sustainability.

3.0 SCOPE OF WORK

Central Bank of Nigeria is seeking proposals from accredited recycling companies interested in utilizing paper banknote wastes in its recycling process. The purpose of this Request for Proposal (RFP) is to solicit competitive proposals from reputable companies that can recycle CBN paper banknote wastes into useable products that can be beneficial to the nation while adhering to Health Safety and Environment (HSE) Standards.

The process of the RFP will include: -

1. The Central Bank of Nigeria invites reputable companies to submit sealed bids for the purchase of Paper Banknotes briquettes on monthly/quarterly contract basis from May, 2020 and until further notice.
2. Proposals from single vendors or multiple vendors working together as a team will be considered. The vendor(s) should have verifiable capacity and experience in the recycling of paper products.
3. The detailed requirements on the subject of the RFP are as specified hereunder:
 - a) The location of the factory and current activities (knowing that the facility could be inspected by a team);

- b) The recycling process or technology to adopt, either for sole paper or mixed with other additives to generate useful products;
- c) The type of recycled products to be generated from the recycling process;
- d) The logistics for accessing or evacuating the banknote wastes from the locations where they are generated;
- e) Compliance with health, safety and environmental standards;
- f) It should be noted that under no circumstances should the banknote wastes be diverted to any place other than the premises of the industrial outfit using it.

4.0 MANDATORY REQUIREMENTS:

Interested and competent vendors must submit the following documents for verification:

- a) Evidence of Certificate of Incorporation and Registration with the Corporate Affairs Commission (CAC) including Form CAC2 and CAC7;
- b) Certified true copy of Memorandum and Article of Association.
- c) Evidence of Company Tax Clearance Certificate for the last three (3) years (2016, 2017 and 2018) as at when due (such evidence should reflect the value of the projects undertaken by the company in the last three (3) years.
- d) Current Pension Clearance Certificate from PENCOM.
- e) Evidence of Compliance Certificate with the provisions of Section 6(1)(3) of the amended Industrial Training Fund (ITF) Act No.19 of 2011.
- f) Sworn affidavit disclosing whether or not any officer of the Central Bank of Nigeria or Bureau 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.
- h) An Interim Registration Report (IRR) as Evidence of Registration on the BPP National Database of Contractors, Consultants and Service Providers.
- i) Employees' Compensation Scheme (ECS) Compliance Certificate issued by the Nigeria Social Insurance Trust Fund (NSITF).
- j) The ideal vendor(s) should be registered with the Federal Ministry of Environment.

Others

- i) Comprehensive company profile including registered office, functional contact email address, GSM phone number(s) and facsimile number(s) with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications
- ii) Company's Audited statement of Accounts for the last three (3) years (2016, 2017, 2018) duly stamped by licensed Auditors.
- iii) Reference Letter from a Bank stating the financial ability of the vendor to carry out such project(s).
- iv) Verifiable evidence of similar jobs successfully executed in the past.

5.0 SUBMISSION:

The submissions shall be in two separate sealed envelopes (original and copy):

- i) The general requirements and Technical Proposal should be submitted in a wax sealed envelope boldly marked at the top left corner:-

“GENERAL REQUIREMENTS and TECHNICAL PROPOSAL for the Recycling of Paper Banknote Wastes”

- ii) The Financial Proposal should be submitted in a second, wax sealed envelope boldly marked at the top left corner: -

“FINANCIAL PROPOSAL for the Recycling of Paper Banknote Wastes”

And addressed to: -

The Secretary,
Major Contracts Tenders Committee
2nd Floor, Wing C
Procurement & Support Services Department
CBN, Head Office Complex
Abuja
☎09-07080650457

6.0 CLOSING DATE:

All submission must be received at the above Office not later than 12:00 noon on 11th March, 2020.

7.0 OPENING DATE:

The Technical Proposals will be opened immediately, after close of submission of the bids on the 11th March, 2020.

8.0 GENERAL INFORMATION

- a) Bids must be in English Language and signed by an official authorised by the bidder;
- b) Failure to sign and seal your bid as required may cause your bid to be deemed **non-responsive**, and the CBN will not be responsible for non-receipt of a bid that is incorrectly addressed or identified;
- c) Partial bids, i.e. bids which do not cover all the essential requirements of the CBN as specified in this advert, will be treated as non-responsive and will be rejected;
- d) Bids submitted after the deadline for submission would be returned un-opened;
- e) All costs will be borne by the bidders;
- f) All pre-qualified bidders will be contacted at a later date for financial bid opening, while bids of unsuccessful bidders will be returned un-opened;
- g) The Central Bank of Nigeria 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;
- h) Nothing in the advert shall be construed to be a commitment on the part of the CBN.

**Signed
MANAGEMENT
CENTRAL BANK OF NIGERIA**