



# CENTRAL BANK OF NIGERIA

## REQUEST FOR SUBMISSION OF PROPOSAL FOR THE BASELINE SURVEY OF MICRO, SMALL AND MEDIUM ENTERPRISE (MSME) FOR TRACKING THE PERFORMANCE OF MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT FUND (MSMEDF)

### INTRODUCTION:

The Central Bank of Nigeria (CBN) is planning to undertake a baseline survey of Micro, Small and Medium Enterprises (MSMEs) in Nigeria. This is part of efforts being put in place to ensure the successful implementation of the N220 billion Micro, Small and Medium Enterprises Development Fund (MSMEDF) which flagged off on August 19, 2014.

### OBJECTIVES OF THE BASELINE SURVEY OF MICRO, SMALL AND MEDIUM ENTERPRISES (MSME)

The broad objective of the baseline survey of micro, small and medium enterprises is to gather information on the status of access to finance by MSMEs with a view to establish a baseline data for the MSME Development Fund. Specifically the baseline survey will also focus on developing a number of indicators in order to provide a benchmark for performance tracking of the MSME Development Fund. These will include:

- i. Financial services access
- ii. MSMEs profile (number, demographics and gender)
- iii. Loans approved, Sectoral distribution and size
- iv. Cost of funds to MFBs/MFIs and clients

### A. GENERAL REQUIREMENTS:

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

- a) Evidence of registration with Corporate Affairs Commission (CAC)
- b) Evidence of payment of tax for the last three (3) years as at when due
- c) Comprehensive company profile including registered office, functional contact email address, GSM phone number(s) and facsimile number(s)
- d) Verifiable evidence of similar jobs successfully executed in the past
- e) Reference letter from a Bank stating the financial ability of the Vendor to carry out such project(s)
- f) Current company's audited statement of accounts
- g) Certificate of compliance issued by the National Pension Commission as evidence of employer's obligation to employees with respect to Pensions
- h) Evidence of remittance of Training Contribution to the Industrial Training Funds (ITF).

### B. TECHNICAL AND FINANCIAL BID REQUIREMENTS:

The Technical and Financial Bid documents should state the following:

- i) Proposal for the baseline survey
- ii) Framework for conducting the baseline survey
- iii) Timeline
- iv) Past experience in similar assignments
- v) Faculty

vi) Cost

### SUBMISSION:

The submission shall be in two separate envelopes;

- a) The general requirements and Technical Proposal should be submitted in a wax sealed envelope boldly marked at the top left corner:-  
*"Prequalification and Technical Proposal for THE BASELINE SURVEY OF MICRO, SMALL AND MEDIUM ENTERPRISES (MSME) FOR TRACKING THE PERFORMANCE OF MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT FUND (MSMEDF)"*
- b) The Financial Proposal should be submitted in a second, wax sealed envelope boldly marked at the top left corner:-

*Financial Proposal for THE BASELINE SURVEY OF MICRO, SMALL AND MEDIUM ENTERPRISES (MSME) FOR TRACKING THE PERFORMANCE OF MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT FUND (MSMEDF)"*

And addressed to:-

The Secretary,  
Major Contracts Tenders Committee  
2<sup>nd</sup> Floor, Wing C  
CBN, Head Office Complex  
Central Business District

### CLOSING DATE:

All submission must be received at the above Office not later than 12:00 Noon on 11<sup>th</sup> November, 2014.

### OPENING DATE:

The prequalification and Technical Proposal will be opened immediately, after close of submission of the bid on the 11<sup>th</sup> of November, 2014.

### IMPORTANT NOTICE

- A) Nothing in the advert shall be construed to be a commitment on the part of the CBN
- B) The successful company(ies) will be notified formally.

SIGNATURE  
MANAGEMENT  
CENTRAL BANK OF NIGERIA