



CENTRAL BANK OF NIGERIA

NOTICE OF INVITATION FOR BID

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1.0 INTRODUCTION

The Central Bank of Nigeria invites sealed bids from bidders for the provision of Consultancy services for the implementation of Business Continuity Management in the Central Bank of Nigeria.

2.0 SCOPE OF WORK

The project scope essentially will cover the review of the Business Continuity Management Strategy, development and implementation of an up-to-date Business Continuity Management Program for CBN.

Accordingly, the scope of work should entail:

1 BS 25999 Gap Analysis

- Gap analysis/assessment of the existing BCM strategy, structure and practices of the Bank against BS25999 standards.
- Development of BCM Implementation Program

2 Development/revision and implementation of BCM Framework

- Development and implementation of BCM Policy
- Development and implementation of BCM Organization and Governance
- Deployment of BCM Tools

3 Review and implementation of BCM Strategy

- Business Impact Analysis
- Risk Assessment
- Implementation of Business Continuity Strategy
- Implementation of Business Units Business Continuity Plans and Incident Management Plans.
- BCM Training and Awareness

4 Exercise, Maintenance and Review

- Business Continuity Plan.
- Simulations/Drills

5 BS 25999 Certification

Following the successful execution of the above listed scope, the consultant will work with the CBN to achieve BS 25999 Certification

3.0 GENERAL REQUIREMENTS

Interested Service provider wishing to carry out the above job shall submit, amongst others, the following documents for verification:-

- a.) Copy of Company's Certificate of Incorporation.
- b.) Evidence of payment of tax for the last three (3) years as and when due.
- c.) Comprehensive company profile including registered address, functional contact email address, Contact phone number(s), and detailed Resume of relevant staff.
- d.) Previous, verifiable evidence of experience on similar projects successfully executed in an organization similar in size and complexity to the CBN (evidence of verifiable certificate of completion should also be provided)
- e.) Reference letter from banker(s) stating financial ability to carry out such project(s).
- f.) Current company's 3 years audited statement of accounts.
- g.) The vendor must be professionally certified by internationally recognized bodies (Eg. BCI, BCMI & DRI).
- h.) Evidence of employees Retirement Savings Accounts (RSA) with a pension Fund Administrator.
- i.) Evidence of remitting employer and employee pension contributions to the appropriate pension fund custodian.
- j.) Evidence of transferring all pension Funds and Assets prior to the commencement of the pension Reform Act to licensed pension operators (For Nigeria's based bidders).
- k.) Payment of non-refundable processing fee of **₦50,000.00 (Fifty Thousand Naira Only)** or its equivalent through Bank Draft in favour of Central Bank of Nigeria.
- l.) Evidence of remittance of Training contributions to the Industrial Training Fund (ITF)
- m.) Requirements (a, b, e, h, i & j) are applicable to only Nigeria registered Companies. Interested foreign based Service Providers may provide what is applicable in their respective countries.

4.0 COLLECTION OF DETAILED REQUIREMENT.

Interested and competent consultants wishing to carry out the above job should collect the detailed requirement document from the Secretary Major Contract Tenders Committee, PSSD (2nd Floor, Wing C) CBN Head Office Abuja.

5.0 SUBMISSION

The submission must be in two separate envelopes.

- A. The General Requirements and the Technical Solution(s) should be submitted in one wax sealed envelope boldly marked at the top left corner:-

“Prequalification and Tender for implementation of Business Continuity Management in the Central Bank of Nigeria”

- B. The Financial Bid should be submitted in another wax sealed envelope boldly marked at the top left corner:-

“Financial Bid for implementation of implementation of Business Continuity Management in the Central Bank of Nigeria”

The submissions should be addressed to:-

**The Secretary,
Major Contracts Tenders Committee
2nd Floor, Wing C
CBN Head Office Complex,
Central Business District,
Abuja, FCT Nigeria.
Fax NO: 09-462-37215
E-mail: tenders@cbn.gov.ng**

CLOSING DATE

All submissions must be received at the above address latest by six weeks from the date of publication.

OPENING DATE

The tenders shall be opened on **5TH July, 2012 at Central Bank of Nigeria Head Office Complex Abuja, 2nd Floor Wing D Conference Room by 11am.**

IMPORTANT NOTICE

- A) *This advert supersede the earlier advertorials published in some national dailies.*
- B) *Only successful pre-qualified company(s) will have their Financial Bids evaluated.
Full tendering procedure will be applied to consultants prequalified and found capable of executing the project.*
- C) *Nothing in the advert shall be construed to be a commitment on the part of the CBN.*
- D) *The successful consultants will be contacted*

Signed:

MANAGEMENT