



# CENTRAL BANK OF NIGERIA

## NOTICE OF INVITATION FOR BID

### 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 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 in achieving 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.) Evidence of registration with Corporate Affairs Commission
- 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, GSM phone number(s), and detailed Resume of relevant staff.
- d.) Previous, verifiable evidence of experience on similar projects successfully executed in an organisation similar in size and complexity to the CBN (evidence of verifiable certificate of completion should be provided)
- e.) Reference letter from bank stating financial ability to carry out such project(s).
- f.) Current company's audited statement of accounts.
- g.) The vendor must have internationally recognized certification in the solution they intend to provide.
- h.) The company must be registered by Computer Professionals Registration Council of Nigeria (CPN).
- i.) Evidence of employees Retirement Savings Accounts (RSA) with a pension Fund Administrator.
- j.) Evidence of remitting employer and employee pension contributions to the appropriate pension fund custodian
- k.) Evidence of transferring all pension Funds and Assets prior to the commencement of the pension Reform Act to licensed pension operators.

### **4.0 COLLECTION OF BID DOCUMENT**

Interested and competent consultants wishing to carry out the above job should collect the Invitation for Bid (IFB) document from the Secretary Major Contract Tenders Committee, PSSD (2<sup>nd</sup> Floor, Wing C) CBN Head Office Abuja on the payment of a non-refundable fee of **₦50,000.00 (Fifty Thousand Naira Only)**. **The payment will be in Bank Draft payable to CENTRAL BANK OF NIGERIA.**

### **5.0 SUBMISSION**

The submission will be in two separate envelopes.

- A. The General Requirements and the technical solution 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  
2<sup>nd</sup> Floor, Wing C  
CBN Head Office Complex,  
Central Business District,  
Abuja, FCT Nigeria.  
Fax NO: 09-462-37215  
E-mail: [tenders@cbn.gov.ng](mailto: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 **25<sup>th</sup> April, 2012** at **Central Bank of Nigeria Head Office Complex Abuja, 2<sup>nd</sup> Floor Wing D Conference Room** by 11am.

**IMPORTANT NOTICE**

- A) 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.*
- B) Nothing in the advert shall be construed to be a commitment on the part of the CBN.*
- C) The successful consultants will be contacted*

**Signed:**

**MANAGEMENT**