



CENTRAL BANK OF NIGERIA

NOTICE OF INVITATION FOR BID

1.0 INTRODUCTION

The Central Bank of Nigeria invites sealed bids from bidders for a project to implement a national baseline survey on financial literacy.

2.0 SCOPE OF WORK

The following shall be included in the scope for the implementation of the National Baseline Survey :

- Collaborate on the development of a sampling approach that will be used for the National Survey. Estimated size of the Survey will be 11,500 Households in 1,150 Enumeration Areas across Nigeria
- Development of survey instruments that will be used in the National Survey
- Implementation of a Pilot phase of the Survey
- Implementation of the main survey
- Responsibility for all logistics issues including recruitment and training of the enumerators that will take part in the survey
- Data gathering and analysis
- Development of reports

3.0 GENERAL REQUIREMENTS

Interested and competent Research Houses wishing to carry out the above job shall submit the following documents, (and any other document as may be stated in the Request for Proposal document) 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), facsimile number(s)
- d.) Verifiable evidence of similar jobs successfully executed in the in an organization 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.
- h) Certificate of compliance issued by the National Pension Commission as evidence of employer's obligation to employees with respect to pensions.
- i) Evidence of payment of training contributions to Industrial Training Fund (ITF)
- j) Evidence of registration with Financial Reporting Council of Nigeria (FRC).

4.0 COLLECTION OF BID DOCUMENT

Interested and competent may collect the Request for Proposal (RFP) bidding documents on the payment of a **non-refundable fee of N50,000.00 (Bank Draft in favour of the Central Bank of Nigeria)** from:

**The Secretary,
Major Contracts Tenders Committee
2ND Floor Wing C,
Procurement & Support Services Department
Central Bank of Nigeria Head Office Complex,
Central Business District,
PMB 0187
Garki, Abuja
Nigeria.**

5.0 SUBMISSION

The Bidder shall prepare three (3) copies of the bid, clearly marked as "Original Bid" and "Copy of Bid" as appropriate. Each copy shall comprise two separate envelopes:

A. The General Requirements and the Technical Proposal should be submitted in a wax-sealed envelope boldly marked at the top left corner:-

**"IMPLEMENTATION OF THE NATIONAL BASELINE SURVEY ON FINANCIAL LITERACY "
(TECHNICAL)**

B. The Financial Bid should be submitted in a second, wax-sealed envelope boldly

marked at the top left corner:-

**“IMPLEMENTATION OF THE NATIONAL BASELINE SURVEY ON FINANCIAL LITERACY”
(FINANCIAL)**

The submissions should be addressed to:-

**The Secretary,
Major Contracts Tenders Committee
Central Bank of Nigeria Head Office Complex,
Central Business District,
PMB 0187
Garki, Abuja
Nigeria.**

6.0 CLOSING DATE

All submissions must be received at the above address **not later than 4:00pm on the 27th December, 2013.**

OPENING DATE

All submissions will be opened at the 2ND Floor Wing D, PSSD. Central Bank of Nigeria, Abuja **on the 31ST December, 2013.**

7.0 IMPORTANT NOTICE

A. Only successful prequalified vendors will have their Financial Bids evaluated.

Full tendering procedure will be applied only to companies prequalified and found capable of executing the project.

B. Nothing in this advert shall be construed to be a commitment on the part of the CBN to engage any Consultant/ Research House for the National Baseline Survey

**Signed:
MANAGEMENT**