1.0 INTRODUCTION:
The Central Bank of Nigeria (hereafter referred to as “CBN” or “the Bank”), being the apex Bank of the country, occupies a central position in the economic and social development of Nigeria. The CBN is empowered by the CBN Act 2007 with the overall control and administration of the monetary and financial sector policies of the Federal Government. The Finance Department (FND) of the CBN is responsible for the procurement and management of fixed assets across all locations of the Bank.

2.0 To ensure efficiency in the management and verification of fixed assets, the FND has embarked on an initiative to fully automate the fixed assets management process that will permit greater operational productivity and efficiency.

3.0 The Fixed Asset Management System is a platform that would enable the Bank to track all fixed assets from procurement to disposal.

4.0 CBN now invites sealed bids from bidders for the implementation of a fixed asset management system. This Request for Proposal (RFP) is being extended to a set of eligible and competent vendors.

5.0 Proposals from single vendors or from multiple vendors working together as a team would be considered. The ideal vendor(s) will have certified knowledge and verifiable capacity and experience in the software industry. Experience in the public or banking sector is preferred, but not mandatory.

6.0 The High-level requirements on the subject of the RFP are as specified in the relevant sections of the document. The detailed specification for the required solution is also available in the Bidding document.

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

**Mandatory Requirements:**

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 (2015, 2016 and 2017) 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.

g) 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) 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

k) Company’s Audited statement of Accounts for the last three (3) years (2015, 2016, 2017) duly stamped by licensed Auditors.

l) Evidence of financial capability to execute the project including Reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;

m) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, and Job Completion Certificates;

n) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm’s Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The Letterhead Paper must bear Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

8.0 COLLECTION OF BIDDING DOCUMENTS

Upon evidence of payment of a non-refundable fee of ₦10,000.00 (Bank Draft in favour of Central Bank of Nigeria), interested companies may collect Standard Bidding Document (SBD) from;

The Secretary,
Major Contracts Tenders Committee
2nd Floor, Wing C
CBN Head Office Complex,
Central Business District,
Abuja, FCT Nigeria.
Phone No: 09-462-37216
Proposals from single vendors or from multiple vendors working together as a team will both be considered. The ideal vendor(s) will have certified knowledge and verifiable capacity and experience in the software industry. Experience in the public or banking sector is preferred, but not mandatory.

9.0 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 Implementation of a Fixed Asset Management System for the Central Bank of Nigeria”

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

   “FINANCIAL PROPOSAL for the Implementation of a Fixed Asset Management System for the Central Bank of Nigeria”

And addressed to:

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

10.0 CLOSING DATE:
All submission must be received at the above Office not later than 12:00 noon on 30th October, 2019.

11.0 OPENING DATE:
The Technical Proposal will be opened immediately, after close of submission of the bid on the 30th October, 2019.

12.0 GENERAL INFORMATION
a) Bids must be in English Language and signed by an official authorised by the bidder;
b) Bids submitted after the deadline for submission would be returned un-opened;
c) All costs will be borne by the bidders;
d) 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;
e) 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;

f) Nothing in the advert shall be construed to be a commitment on the part of the CBN

Signed

MANAGEMENT

CENTRAL BANK OF NIGERIA