



DEBT MANAGEMENT OFFICE NIGERIA

REQUEST FOR PROPOSAL FOR TECHNICAL ADVISER ON COMMUNICATION FOR THE PROPOSED USD4.5BILLION FEDERAL GOVERNMENT OF NIGERIA GLOBAL MEDIUM TERM NOTES (FGMTN) ISSUANCE PROGRAMME AND ISSUANCE OF USD1.00 BILLION EUROBOND IN 2016 IN THE INTERNATIONAL CAPITAL MARKET

The Federal Republic of Nigeria (FRN) is in the process of Establishing a USD4.50 Billion Federal Government Medium Term Note (FGMTN) Programme, 2016 – 2018, out of which it intends to Issue a Eurobond of USD1.00 billion in the year 2016 (the Transaction). The purpose of establishing the FGMTN programme is to enable the FRN have the flexibility of quickly taking advantage of favorable market conditions in the ICM to raise funds, if and only when the need arises.

For this reason, the Debt Management Office (DMO) of Nigeria seeks to retain the services of a Public Relations firm to act as Technical Adviser on Communication for the FGMTN. The Technical Adviser on communication will be appointed separately by the DMO for, and on behalf of the Federal Government of Nigeria, but shall be required to work together with other Transaction Parties to ensure the successful implementation of the FGMTN.

2.0 Scope of Work

The Technical Adviser on Communication shall be expected to render the following services:

- Coordinate strategic communication relating to the Establishment of the FGMTN programme and issuance of USD1.00 billion Eurobond in 2016;
- Consult with the Transaction Parties with a view to advising the DMO on information to be published in electronic and print media in respect of the transaction;
- Prepare, coordinate and handle all Press Releases with respect to the FGMTN;
- Review and edit all information to be published in electronic and print media or on any other media; and,
- Prepare and present Nigeria's credit story to the market.

3. Requirements for the Technical and Financial Bids

Technical Bid

The Technical Bid should contain the following at the minimum:

- Firm's profile including registered address and contact email address;
- Evidence of registration with relevant regulatory/professional body in the Bidders country of residence, Nigeria firms should show evidence of similar registration with local regulatory/professional body;
- Verifiable track record over the past five (5) years -
 - International Firms**
Information on instances in which they acted as Technical Adviser on Communication or in any other capacity for Financial/Securities transaction or similar product for a sovereign. Information on Eurobond Transactions in which the firm provided service may be useful;
 - Nigerian Firms**
Information on transactions in which they acted as Communication Adviser or in any other capacity in the domestic or international capital markets;
- Information on any previous Communication services rendered to the Federal Government of Nigeria in the last 5 years;
- Detailed Plans on how they will manage the communication in respect of the FGMTN if appointed, to ensure a successful outing.

The Technical Bid should not be more than 20 pages.

Financial Bid

Bidders should provide a quote for the Fees and any applicable Expenses that they would require to be paid for the service to be rendered as Technical Adviser on Communication for the FGMTN. The quote, which should be in United States Dollars, in the case of the international firm and in Nigerian currency (Naira) for the local firm, will be subject to all applicable Nigerian taxes.

Bidders should note that:

- The cost for any party that may be engaged by them towards the discharge of their function as Technical Adviser on Communication, shall be for their own account;
- The actual Fee and Expenses to be paid may be subject to negotiation at the discretion of the DMO.

4. Request for Proposal Procedures

Proposals must be prepared in English Language and Bids are to be submitted separately by interested Bidders. Joint Bids would not be allowed. All Bidders are to further note the following:

- The responses to this Request For Proposal should be submitted in two separate sealed envelopes each in seven (7) copies, as set out below:
 - The Technical Bid which should be submitted in hard copy - one (1) original copy and six (6) additional copies; and,
 - The Financial Bid which should be submitted in hard copy - one (1) original copy and six (6) additional copies.
- Electronic submissions will not be accepted;
- Bidders should ensure that their Bids are duly acknowledged by the DMO at the time of submission;
- All Bids are to be submitted to the following address:

**Director-General,
Debt Management Office,
The Presidency,
First Floor, NDIC Building,
Plot 447/448, Constitution Avenue,
Central Business District,
Abuja, Nigeria.**

- All Bids must be received by 12.00 noon (Nigeria Time) **September 19, 2016**. The DMO reserves the right to reject any bid not received by this time and in the form prescribed by this Request For Proposal;
- The Technical Bids will be opened at 1.00 p.m. **September 19, 2016**. In accordance with the provisions of the Public Procurement Act, 2007, Bidders are expected to be represented at the opening of Bids;
- All Bidders will be notified within Three (3) working days of the Bid Opening through electronic or physical mails if their Bids were accepted for further evaluation or rejected;
- Bidders whose Bids are accepted for further evaluation and who meet the threshold set for the Technical Evaluation shall be invited for Interviews at a date and venue to be advised by the DMO;
- Bidders who are unsuccessful after the evaluation of their Technical Bids will be advised within Five (5) working days of the evaluation;
- The Financial Bids will be opened after a shortlist of prospective Technical Adviser on Communication has been compiled on the basis of the evaluation of the Technical Bids and the Interviews; and,
- The Financial Bids of all the unsuccessful Bidders will be returned un-opened to their respective addresses.

5. Enquiries

Prospective Bidders that require clarification on any part of this Request for Proposal may wish to direct the requests to: enquiries@dmo.gov.ng

IMPORTANT NOTICES

- Nothing in this advertisement shall be construed to be a commitment on the part of the DMO to appoint a Technical Adviser on Communication or to issue Eurobonds; nor shall it entitle any Bidder to make any claim whatsoever and seek indemnity from the DMO by virtue of the Bidder having responded to this Request for Proposal.
- No costs associated with responding to this Request for Proposal or attending Interviews will be reimbursed.
- The information contained herein shall not constitute an offer to sell or the solicitation of an offer to buy, nor shall there be any sale of the Eurobonds referred to herein in any jurisdiction in which such offer, solicitation or sale would be unlawful prior to registration, exemption from registration or qualification under the securities laws of any such jurisdiction.

**Debt Management Office,
The Presidency,
Plot 447/448, Constitution Avenue,
Central Business District,
P.M.B. 532 Garki, Abuja, Nigeria.
Email: enquiries@dmo.gov.ng
Website: www.dmo.gov.ng**