



APPOINTMENT OF BUSINESS DEVELOPMENT SERVICE PROVIDERS

REQUEST FOR PROPOSAL (RFP)

The Bank of Industry Limited (BOI) is Nigeria's foremost Development Finance Institution. The core mandate of the Bank is to provide financial assistance for the establishment of small, medium and large projects; as well as expansion, diversification and modernisation of existing enterprises; and rehabilitation of ailing industries.

The Bank operates from its Head Office in Lagos and 14 State Offices located in Abuja, Akure, Asaba, Awka, Bauchi, Enugu, Gombe, Ibadan, Kaduna, Kano, Lagos, Minna, Osogbo and Port Harcourt.

BOI currently has 122 accredited Business Development Service Providers (BDSPs) located all over the country. However, the Bank is currently reviewing their performances in line with the terms of the Service Agreements signed with them. This is with a view to engaging new BDSPs to replace those that perform below the agreed benchmark. In this regard, prospective BDSPs are hereby invited to submit Requests for Proposal.

Required Services

The services required of the BDSPs include the following:

- i. Collaborating with BOI to identify credible SMEs that require finance.
- ii. Developing bankable business plans and proposals for SMEs to facilitate their access to finance. The BDSPs will be guided by BOI's Risk Acceptance Criteria (RAC), and will also ensure that a sound business model is developed and presented.
- iii. Collaborating with BOI to conduct periodic post-finance monitoring of the SMEs.
- iv. Providing post-finance services such as mentorship, handholding, financial advice and inculcation of best practices.
- v. Supporting the SMEs to develop synergies and sustainable relationships with large enterprises, industrial buyers, and suppliers along the value chain.

Selection Criteria

Selection of successful service providers will be based on the following:

- Evidence of Registration with Corporate Affairs Commission (CAC).
- Submission of Memorandum and Articles of Association with an object clause permitting the provision of Business Development Services.
- Company Tax Clearance Certificate for the last three (3) years (2012, 2013 and 2014).
- Evidence of compliance with the Industrial Training Fund (ITF) Amendment Act 2011, by inclusion of copy of Compliance Certificate from the Industrial Training Fund.
- Clearance Certificate from the National Pension Commission as evidence of compliance with the Pensions Reform Act, 2004.
- Detailed company profile indicating amongst others, full contact details of its head office and branch offices, as well as the areas of core competences of the firm.
- Profile of the firm's faculty including cognate and proven multidisciplinary experience in the SME sector.
- Details of Business Development Services provided in the last five (5) years and track record of successfully facilitating access to finance for its clients.
- Indication of preferred area of coverage in any the following categories:
 - **National**
 - **Zonal** (North-East, North-West, North-Central, South-West, South-East, South-South)
 - **State**

Submission of Documents

Three (3) copies of Request for Proposal must be packaged in sealed envelopes and clearly marked "**REQUEST FOR PROPOSAL AS A BUSINESS DEVELOPMENT SERVICE PROVIDER**" and addressed to:

**The Managing Director,
Bank of Industry Limited,
23, Marina,
Lagos.**

Submission of Requests for Proposal closes at **3.00 pm on Monday, 28th September, 2015.**

Further information can be obtained during office hours **8.00 am to 5.00 pm, Monday through Friday (except public holidays)** from Mr. Abdul-Ganiyu O. Mohammed, Tel: 01-2715095, email: amohammed@boinigeria.com.

Please note that:

- i. Only short listed firms will be contacted.
- ii. Late submission shall be rejected.
- iii. This advertisement shall not be construed as a commitment on the part of BOI to appoint any firm, nor shall it entitle any firm submitting documents to claim any indemnity from BOI.
- iv. BOI reserves the right to take a decision on any of the documents received.

Signed:

**Management,
Bank of Industry Limited**