



ADVERT FOR TENDER OPPORTUNITY

TB-3536 – MANPOWER SERVICES

NipeX Tender Number: 1000003782

1. INTRODUCTION:

ADDAX PETROLEUM DEVELOPMENT (NIGERIA) LIMITED (hereinafter referred to as “APD(N)L”) invites interested and pre-qualified Contractors to respond to this advertisement opportunity for the Provision of Manpower Services, as detailed in item 2 below. The contract is proposed to commence in Quarter 3, 2019 and continue for a duration of two (2) years with an option to extend the duration for a further period of one (1) year.

2. SCOPE OF SERVICES:

This Scope of Services covers the provision of Manpower Services personnel.

As a minimum requirement, the selected Contractor shall have the necessary experience, capability and shall be fully responsible for the operations at offices, onshore and offshore location for the under listed units.

- Drilling
- Production
- Administration
- Accounting
- Engineering and
- Other experience and qualified personnel

3. MANDATORY REQUIREMENTS:

3.1 To be eligible for this tender exercise, interested contractors are required to be pre-qualified in the **3.18.18 - Manpower Supply, Temporary Staff Hiring Technical** and **3.18.19 Manpower Supply, Temporary Staff Hiring Administration (Employment agency, Long/Medium/Short term, Recruitment agency)** categories in NipeX Joint Qualification System (NJQS) database. **All successfully pre-qualified Contractors in these categories will receive invitations to Tender.**

3.2 To determine if you are pre-qualified and view the product/services category you are listed for: Open <http://vendors.nipexjqs.com> and access NJQS with your log in details. Click on Products/Services Status tab to view your status and product codes

3.3 If you are not listed in a product/service category that you are registered with DPR to do business, contact NipeX office at 8/10 Bayo Kuku, Ikoyi, Lagos with your DPR certificate as evidence for verification and necessary update.

3.4 To initiate the JQS Pre-qualification process, access www.nipex-ng.com click on services tab followed by NJQS registration.

3.5 To be eligible, all tenderers shall be required to comply with the Nigerian Content requirements in the NipeX system

4. NIGERIAN CONTENT REQUIREMENTS:

Tenderers are to note that they will be requested during the technical tender to provide details of their relevant strategy to ensure that they fully comply with the Nigerian Oil & Gas Industry Content Act, 2010 as provided at <http://www.ncdmb.gov.ng/images/GUIDELINES/NCACT.pdf> in view of the fact that non-compliance will constitute a fatal flaw in all contract evaluations.

In light of the above, Tenderers shall be expected by the Nigerian Content Development Monitoring Board (NCDMB) to:

- Demonstrate that the entity proposed for execution of the service, is a Nigerian Registered Company, or Nigerian Registered Company as the contracting entity in genuine alliance or joint venture with foreign company with details on scope and responsibilities of parties for this work. Such companies must show evidence of joint venture binding agreement duly signed by the CEO of both companies including evidence or plans of physical operational presence and set-up in Nigeria
- Furnish details of company ownership and shareholding structure with photocopies of its CAC Forms CO2 and CO7
- Provide evidence of what percentage of its key management positions are held by Nigerians and what percentage of the total

- Provide detailed plan for staff training and development on engineering, project management and procurement (including all software to be used, number of personnel, name of organization providing such training and evidence of past training record) for Nigerian personnel including description of any specific programs in place for transfer of technology and skills to indigenous businesses and Nigerians over the next five (5) years.

- Provide evidence of domiciliation of project management and procurement centers in Nigeria with physical addresses (not P.O. Box).

- Provide detailed description of the location of in-country facilities (Equipment, storage, workshops, repair, maintenance and testing facilities).

- Provide detailed statement with evidence of how it intends to maximize the use of Nigerian-made goods and services.

- Provide details on any other Nigerian Content initiative the company is involved in.

- Provide MOA with Oil & Gas trainers association (OGTAN) registered facility for both class room type (theoretical) and on-the-job training attachment for the duration of the project.

- Provide evidence of minimum 50% equity ownership of equipment by Nigerian subsidiary

5. CLOSING DATE

Only Tenderers who are registered with NJQS **Product Group 3.18.18 - Manpower Supply, Temporary Staff Hiring Technical** and **3.18.19 Manpower Supply, Temporary Staff Hiring Administration (Employment agency, Long/Medium/Short term, Recruitment agency)** as at **1200 Hours on 23rd of July, 2019** being the advert closing time/date shall be invited to submit Technical and Commercial Bids.

6. GENERAL CONDITIONS

- Please note that all interested Contractors are required to strictly adhere to following conditions in relation to their response to this Advert.

- As stated in item 3 hereto, Contractors are required to be pre-qualified in NJQS under this specific Services category to be eligible to participate in this tender opportunity.

- All costs incurred in preparing and processing NJQS pre-qualification and responding to this Tender Opportunity shall be to the Contractor's own account.

- This Advert shall neither be construed as any form of commitment on the part of APD(N)L to award any contract to any Contractor and or associated contractors, sub-contractors or agents, nor shall it entitle pre-qualified Contractors to make any claims whatsoever, and/or seek any indemnity from APD(N)L and/or any of its partners by virtue of such Contractors having been pre-qualified in NJQS.

- The tendering process shall be undertaken in accordance with the NNPC contracting process which requires pre-qualified Contractors to submit their documentation in the following manner: -

(i) Pre-Qualified contractors in the relevant Services category in NJQS will be requested to submit their Technical and Commercial Tenders.

(ii) Following the Technical evaluation process, only Commercial Tenders from the technically acceptable and financially qualified contractors will be opened for evaluation.

- APD(N)L will communicate only with authorised officers of the qualifying Contractors at each stage of the Tender process, as necessary, and will NOT communicate through individuals or appointed Agents.

Please visit the NipeX portal at www.nipex-ng.com for this Advert and other relevant information.

work force are Nigerians. Also, show overall percentage of work to be performed by Nigerian resources relative to total work volume.

- Provide a Nigerian Content Plan with detailed description of the role, work scope, man-hours and responsibilities of all the Nigerian companies and personnel that will be involved in executing the work.
- State proposed total scope of work to be conducted by Nigerian personnel (whether contracted directly or under subcontract agreements) with names and addresses including evidences of well-equipped offices and workshop.