



# CHEVRON NIGERIA LIMITED

(R.C. 6135)

Operator of the NNPC/Chevron Joint Venture



## TENDER OPPORTUNITY PROVISION OF INFORMATION MANAGEMENT SERVICES NipeX Tender No - CNL 0000136

### INTRODUCTION:

Chevron Nigeria Limited invites interested and prequalified companies for this tender opportunity for the Provision of Information Management Services which shall be in Company's Lekki offices, or at other locations as may be required. The proposed contract term is 2 (two) years with an option of 1 (one) year extension.

### SCOPE OF WORK:

The scope of work for the services includes but not limited to the following:

- Processing all official electronic and hardcopy documentation generated by Company
- Maintaining accurate electronic databases and hard copies of Company records and document
- Managing and coordinating all Information Management activities for both operations and capital projects
- Providing support for Company's electronic document management system
- Evaluate, manage and comply with Company Document Control processes, procedures, and specifications

### MANDATORY TENDER REQUIREMENTS:

- To be eligible for this tender exercise, interested contractors are required to be pre-qualified in **3.11.12 Information Systems (IS) / Information Technology (IT) Services** Category in NipeX Joint Qualification System (NJQS) database:  
**All successfully pre-qualified suppliers in this Category will receive Invitation to Technical Tender (ITT).**
- To determine if you are pre-qualified and view the product/service 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.
- If you are not listed in a product/service category you are registered with DPR to do business, contact NipeX office at 30, Oyinkan Abayomi Street, Ikoyi Lagos with your DPR certificate as evidence for verification and necessary update.
- To initiate the JQS prequalification process, access [www.nipex-ng.com](http://www.nipex-ng.com), click on services tab followed by NJGS registration.
- To be eligible, all tenders must comply with Nigerian Content requirements in the Nipex system.

### NIGERIAN CONTENT REQUIREMENTS:

Chevron Nigeria Limited is committed to the development of the Nigerian Oil and Gas business in observance with the Nigerian Oil and Gas Industry Content Development Act 2010 (NOGICD Act) enacted by the Federal Government of Nigeria in April 2010.

Pursuant to enactment of the NOGICD Act, the minimum Nigerian Content in any project, service or product specification to be executed in the Nigerian Oil and Gas Industry shall be consistent with the level set in the schedule of the Act and any other target as may be directed by the Nigerian Content Development and Monitoring Board (NCDMB).

Contractors shall comply with the provisions of the NOGICD Act and all applicable regulations. Bidders that do not meet the Nigerian Content criterion will not be allowed to participate in next Tender Stage

The following are the Nigerian Content requirements bidders are expected to comply with in their technical bid submission.

- Demonstrate that the entity is a Nigerian Registered Company, or a Nigerian Registered Company 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 share holding structure. Also submit clear photocopies of your CAC Forms CO2 and Co7
- Provide evidence of the percentage of 1) key management positions that are held by Nigerians and 2) total work force that 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 a detailed description of the role, work scope, man-hours and responsibilities of all Nigerian companies and personnel that will be involved in executing the work. Also provide details of Nigerian Content contact or manager.
- State proposed total scope of work to be performed by Nigerian personnel (whether contracted directly or under subcontract agreements) with names and addresses including evidences of well equipped offices and workshop; attach past experience of such patronage.
- Specific to this project, 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).
- Location of in-country facilities, (Equipment, storage, workshops, repair & maintenance facilities and, testing facilities).
- Contractor must be willing and able to provide evidence of maximization of made in Nigeria goods and services.
- Provide details on any other Nigerian Content initiative your company is involved in.
- Provide evidence of MOU with OGTAN registered trainer to conduct classroom module of training and on the job attachment
- Provide human capacity building development plan including budget which must be minimum 10% of project man-hours or cost. Training will be targeted at developing capacity other than bidder's personnel. Trainees will be nominated from a database maintained by NCDMB and the services of OGTAN registered trainers utilized to cover classroom modules.
- Provide details of equipment ownership.
- Bidders (Vendors, Original Equipment, Manufacturers-OEMs, and EPC Contractors) are required to present Nigerian Content Equipment Certificate (NCEC) issued by Nigerian Content Development and Monitoring Board (or evidence of application for the certificate) in respect of any components, spares, equipments, systems and packages to be used in the proposed project under tender.
- All Bidders for a project/contract/service with a completion period of 12 months or more are required to submit as part of the Nigerian Content requirement, a signed Memorandum of Agreement (MOA) between it and one of the research and development (R&D) Clusters established by the Nigerian Content Development & Monitoring Board (NCDMB). The MOA shall be relevant to the project and shall indicate how the Bidder intends to use the relevant R&D Clusters during project execution.

### CLOSING DATE:

Only bidders who are registered with NJQS Product/Category **3.11.12 (Information Systems/Information Technology (IT) Services)** by 16:00 Hours, November 10, 2017 being the advert close date shall be invited to submit technical bid.

### Please note the following:

- Suppliers eligible for this tender opportunity are expected to be prequalified in NJQS under this product/service category.
- The Invitation to Tender (ITT) and any further progression of this tender shall be via NipeX.
- All costs incurred in preparing and processing NJQS prequalification shall be to the contractor's accounts.
- This advertisement shall neither be construed as any form of commitment on the part of Chevron Nigeria Limited to award any contract to any company and or associated companies, sub-contractors or agents, nor shall it entitle prequalified companies to make any claims whatsoever, and/or seek any indemnity from Chevron Nigeria Limited and or any of its partners by virtue of such companies having been prequalified in NJQS.
- The tendering process shall be the NNPC contracting process requiring pre-qualified companies to submit technical tenders first. Following a technical review, only technically and financially qualified contractors will be requested to submit commercial tenders.
- Chevron Nigeria Limited will communicate only with authorized officers of the pre-qualifying companies and NOT through individuals or Agents.

*Please visit NipeX portal at [www.nipex-ng.com](http://www.nipex-ng.com) for this advert and other information.*