

# Mobil Producing Nigeria Unlimited

An **ExxonMobil** Subsidiary  
Operator of the NNPC/MPN Joint Venture



## Tender Opportunity: Provision of Technical Assistance Services to Upstream Nigeria Locations NipeX Tender Number: 0000168

### 1. INTRODUCTION

Mobil Producing Nigeria Unlimited (MPN), Operator of NNPC/MPN Joint Venture plans to engage the services of competent and qualified firms for the Provision of Technical Assistance Services to Upstream Nigeria Locations for an anticipated contract term of three (3) years plus one (1) year optional extension.

### 2. SCOPE OF WORK

#### Scope 1: Manpower Services

The scope shall include, but not be limited to the following:

1. Contractor shall provide Manpower Services to support Company's business in Nigeria, covering all Company locations and as required by Company on a term / contract basis.
  - a. The scope shall cover represented Nigerian Contractor personnel only
  - b. The Contractor personnel positions shall include but not be limited to general, professional and technical roles
  - c. The job taxonomy / requirements shall be specified for each Contractor personnel position and the positions will cover a wide variety of skills. Refer to Appendix 1 for job titles; note that the list is not exhaustive
2. Contractor shall be an independent employer who hires, manages and fulfils its obligations to its personnel as provided in the Labour laws. Personnel deployed to support Company operations shall be the employees of the Contractor.
3. Services to be provided by the Contractor regarding its personnel include:
  - a. Identification, screening and submission of candidates to Company (upon request) with credentials that match Company defined relevant experience and expertise requirements
  - b. Rate negotiations with Company on behalf of its personnel
  - c. Coordination of security background checks and medicals with approved providers
  - d. Administration of conditions of service, compensation packages and employment letters for its personnel
  - e. Training and development including induction and assimilation, safety management, standards of business conduct, e.g., business ethics
  - f. Administration of benefits, timely salary payment processes, tax, pension, payroll burden, life insurance, Employee Compensation (ECA), etc. in compliance with Labour Laws and the terms of the resulting contracts from this tender
  - g. Disciplinary and grievance handling procedures
  - h. Administration of Alcohol and Drug use policy (in compliance with Company Alcohol and Drug Use Policy)
  - i. Provision of appropriate safety PPE and work-related uniforms (where not provided by Company)
  - j. Administration of Labor Relations strategy, meetings, bargaining and all other requirements to ensure industrial harmony is maintained. Contractor shall demonstrate clear evidence of established Industrial Relations strategy / processes. Contractor shall be required to plan and organize periodic meetings with their employees' representatives to resolve any employee / industrial relations issues
  - k. Administration of personnel release
4. On a periodic basis, Contractor shall provide Company with Key Performance Indicators (KPIs) and reports on their efficiencies / effectiveness of service delivery, including Nigerian content and business metrics.
5. Contractor shall provide adequate administrative and back-office support to assure effective and efficient provision of Manpower Services throughout the contract term that meets Company's expectations and requirements.

#### Scope 2: Technical Services

All awardees for this scope shall demonstrate NCDMB expatriate quota approval for any technical services job positions which non-Nigerian national employees or expatriate contractor personnel shall be nominated to occupy.

Contractor shall provide the following generic services covering all Company's business in Nigeria and locations:

1. Engineering: Civil, Drilling and Subsurface, Electrical, Instrument and Systems, Marine, Materials Integrity, Reservoir, Subsea
2. Geoscience: Geophysical Ops and Processing, Operations Geology
3. Operations: Logistics, Maintenance
4. Projects: Commissioning, Construction, Offshore and Installation, Project Support, Quality Management
5. Safety, Security, Health, and Environmental
6. Commercial and Business: HR, Finance, Law, Contract Advisory, Procurement, Administrative
7. Other services that may be required by Company

Refer to Appendix 1 for job titles; note that the list is not exhaustive

The scope shall cover non-unionized Nigerian and Expatriate Contractor personnel and also include:

- a. Provision of routine medical and emergency medical treatment regardless of cause (including Medevac in serious cases)
- b. Administration of conditions of service, compensation packages (including Site Location Incentive Packages, Foreign Service Premium for expatriates), and employment letters for its personnel
- c. Coordination of expatriate personnel relocation and transportation (where not provided by Company)
- d. Arranging accommodation and transportation at assignment locations (where not provided by Company).
- e. Provision of safety and health measures related to the geographic assignment location, including "meet and greet" services, initial inoculations and ongoing medications and access to medical diagnosis and treatment for prevention of diseases specific to the assignment location as well as emergency evacuation in case of an incident (where not provided by Company)
- f. Administration of malaria / curative kits to relevant personnel as part of the contractors malaria control program
- g. Compliance with foreign country labor law, tax and other country specific personnel and employment requirements and issue of expatriate tax certificates / receipt at the end of each tax year

Contractor shall be responsible for the management of the entire process related to expatriate personnel visas, work permits, expatriate quota (with relevant authorities including NCDMB) and all immigration matters.

On a periodic basis, Contractor shall provide Company with Key Performance Indicators (KPIs) and reports on their efficiencies / effectiveness of service delivery, including Nigerian content and business metrics.

Contractor shall provide adequate administrative and back-office support to assure effective and efficient provision of Technical Services throughout the contract term that meets Company's expectations and requirements.

### 3. MANDATORY REQUIREMENTS

- i. Scope 1: To be eligible for this tender exercise, interested contractors are required to be prequalified in both Manpower Supply, Temporary Staff Hiring Technical - 3.18.18 and Manpower Supply, Temporary Staff Hiring Administration - 3.18.19 Product Categories in

NipeX Joint Qualification Scheme (NJQS) database. All successfully prequalified suppliers in these categories by the Advert close date will receive Invitation to Technical Tender (ITT).

Scope 2: To be eligible for this tender exercise, interested contractors are required to be prequalified in the Manpower Supply, Temporary Staff Hiring Technical - 3.18.18, Manpower Supply, Temporary Staff Hiring Administration - 3.18.19 and any other product code in the 3.05 series (as applicable to your service offering) in the NipeX Joint Qualification Scheme (NJQS) database. All successfully prequalified suppliers in these categories by the Advert close date will receive Invitation to Technical Tender (ITT).

- ii. To determine if you are prequalified and view the product/service category you are listed for: Open <http://vendors.nipex-ng.com> and access NJQS with your log-in details, click on continue Joint Qualification Scheme tool, click check my supplier status and then click supplier product group.
- iii. If you are not listed in a product/service category you are registered with DPR to do business, contact NipeX office at 8/10 Bayo Kuku Road, Ikoyi, Lagos with your DPR certificate as evidence for necessary update.
- iv. To initiate the JQS prequalification process, access [www.nipex-ng.com](http://www.nipex-ng.com) to download an application form, make necessary payments and contact NipeX office for further action.
- v. To be eligible, all tenders must comply with the Nigerian Content requirements in the NipeX system
- vi. All bidders must have valid DPR certificate for the supply of manpower (Nigerian and Expat) personnel

### 4. NIGERIAN CONTENT

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

As from the commencement of this 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 to the Act and any other targets as may be directed by the Nigerian Content Development and Monitoring Board (NCDMB).

NNPC/MPN JV requires their Contractors to comply with the Act, its attached Schedule and any applicable regulation developed by the NCDMB.

Nigerian Content (NC) in the Nigerian oil and gas industry is defined as:

"The quantum of composite value added to or created in the Nigerian economy by a systematic development of capacity and capabilities through the deliberate utilization of Nigerian human, material resources and services in the Nigerian oil and gas industry."

"Nigerian company" is a company registered in Nigeria in accordance with the provisions of Companies and Allied Matters Act with not less than 51% equity shares by Nigerians.

Bidders shall consider Nigerian content as an important element of their overall project development and management philosophy for project execution.

Prior to deployment of new Expat personnel, all awardees for this scope shall demonstrate NCDMB expatriate quota approval for any technical services job positions which non-Nigerian national employees or expatriate contractor personnel shall be nominated to occupy.

#### As part of their technical tender submissions, prequalified Tenderers shall:

- i. Provide Evidence of registered office address in Nigeria with physical addresses not P.O. Box, and DPR Certificate for this service.
- ii. Demonstrate that its entity is a Nigerian registered company, defined as a company formed and registered in Nigeria in accordance with the provision of Company and Allied Matters Act. Provide details of its Ownership Structure. Submit certified true copies of CAC form (CO2 and CO7) including Memorandum and Article of Association. For Nigerian company in alliance with a foreign company or multinational, submit evidence of binding agreement of the alliance duly signed by the CEO's of both parties.
- iii. For Nigerian company in alliance with a foreign company or multinational, submit evidence of binding Memorandum of Agreement which will be governed by the laws of the Federal Republic of Nigeria, indicating the scope of work each party will perform and duly signed by the CEO's of both parties.
- iv. Submit a plan on how it intends to give first consideration to goods and services provided from within Nigeria, to meet 80% spend NC target in line with the requirements of the Act.
- v. Demonstrate key Management positions that are Nigerian Nationals and the percentage of the Company total workforce (direct and in-direct employees) that are Nigerians
- vi. In line with the NCD Human Capacity Development Initiative, Bidder shall commit to providing Project-Specific training, man-hour, budget, skill development and understudy plan for Nigerian personnel utilizing OGTAN registered trainer(s) or other approved NCDMB training institution(s).
- vii. Bidder shall incorporate organizational and project/contract specific organogram. The project organogram should include but not limited to the names and nationality of the personnel that will execute the work scope. CV's of all personnel listed in the project organogram should be submitted
- viii. Only Nigerian national personnel shall be employees in the listed positions and shall be utilized and deployed for the execution of jobs for these services

Bidders' failure to comply with the NOGICD Act or demonstrate commitment to Nigerian Content development will result in Bidder's disqualification.

### 5. CLOSE DATE

Only Tenderers who are registered with NJQS product/category (Manpower Supply, Temporary Staff Hiring Technical - 3.18.18 and Manpower Supply, Temporary Staff Hiring Administration - 3.18.19 Product Categories) as at **1600hrs on Friday, July 31, 2020** being the advert close date shall be invited to submit bids

### 6. ADDITIONAL INFORMATION

- i. This advertisement shall neither be construed as an Invitation to Tender (ITT) nor a commitment on the part of MPN to award a contract to any Supplier and/or associated companies, Sub-contractors or Agents.
- ii. This advertisement shall not entitle prequalified companies to make any claims whatsoever, and/or seek any indemnity from MPN and/or its partners by virtue of such companies having been prequalified in NJQS.
- iii. NNPC/MPN reserves the right to reject any and or all prequalified/MPN at its sole discretion and at no costs whatsoever.
- iv. All costs incurred in registering and prequalifying for this and other product/ service categories in NJQS shall be borne solely by Suppliers.
- v. Suppliers that are prequalified for this product/ service category in NJQS must ensure that the name and contact details (physical address, email address and telephone number) of their company and authorized/ responsible personnel is up-to-date in their company profile in the NJQS database.
- vi. MPN shall communicate only with the authorized/ responsible personnel of prequalified companies and not through unauthorized individuals or Agents.

**NCDMB CERTIFICATION:** ES/NCDMB/MPN/ADV/MID/190620/PROVISION OF TECHNICAL ASSISTANCE SERVICES IN UPSTREAM NIGERIA LOCATIONS

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